

BACKSTREET DANCE

This is where you come alive!

Policies & Code of Conduct

Staff, students and guests

We are committed to providing a fun, safe and clean environment for all students, family and staff. We ask all who enter our vibrant studio follow and respect our values and ethics that we declare as fundamental guidelines stated below; all staff have been trained and instructed to enforce these policies and procedures. Please find Code of Conduct for staff, students and guests listed below:

Studio Rules

- There is to be no running or dancing in both the downstairs and upstairs waiting areas. Siblings must be supervised by their parent/ guardian at all times including the toilets.
- No feet on the couches. No jumping, standing or running on the couches.
- Quiet in the reception area, toilet and corridors at all times – including all devices eg. watching youtube & playing games (headphones must be used)
- Turn up early for class – Lateness disrupts the class
- Students to use toilet before class to eliminate disruptions during class
- When students enter the class they are not to exit unless permitted.
- Drink bottles are required for class. No steel or glass bottles. A soft cover or plastic bottles are suitable.
- Water is sold at reception if needed.
- No sharing of drink bottles permitted.
- No chewing gum. No swearing or screaming.
- No photos or filming permitted anywhere in the studio premises.
- Positive calm communication in all the waiting areas at all times
- We are a smoke free environment – no smoking in or around the venue.
- All mobile phones MUST be switched off or on silent whilst in class (unless required for emergency and the Teacher has been informed)
- Students are responsible for their own property. We will not be responsible for lost or stolen items.
- Lost property is found under the staircase and is emptied at the end of every term. Please check for lost items.
- Parking must only be in the bays provided inside the car park (in front of our studio or opposite our studio) that are marked in yellow lines or out on the street. Do not park on the grass as Body Corporate do not allow it.
- Do not park past the cones and sign.

	<ul style="list-style-type: none"> All students must remain inside the studio until they are collected by their parents or responsible adult. This is for their safety and all students must abide by it.
Enrolment	<ul style="list-style-type: none"> Any student wishing to enrol into Backstreet must complete an Enrolment Form – this can be found online on the Backstreet Dance website or at the Forms Counter in our studio (even current students must enroll EACH term) Students must enrol in a class that is within their age bracket and level of experience. Ask Reception/call Deb if unsure. We recommend for all new students to start in the beginner/intermediate classes (or open level) unless they have a strong dance background. If the class you wish to enrol in has reached its maximum capacity, you will be contacted and recommended for other options or added to the waiting list. The Parent/Guardian has the responsibility of updating Backstreet Dance with any changes to personal information that was previously provided. eg. Contact mobile phone number, medical conditions, etc.
Refusing Enrolment	<p>Backstreet Dance has the right to reject an Application/Enrolment at any time (and not return the term fees), if either:</p> <ul style="list-style-type: none"> the student's behaviour in class does not meet up to expectations as a Backstreet representative your medical status has changed and does not meet the physical health and fitness/mental health requirements to dance (If you are unable to dance due to this reason, your best point of call is to discuss this with your Insurance Company to see if you are able to make an insurance claim) you have received a criminal record that put students at risk if you pull out as a student of Backstreet Dance if you do not turn up for classes, (especially if you have missed 2 or more classes in one term and made no effort to catch up or communicate with the Director to make plans to catch up on choreography), your Enrollment will be cancelled. if you defame the Backstreet Dance name and/or the staff in any way, means or form payment is not received on time by Backstreet Dance – especially if Backstreet Dance have not received any communication from you
Term Fee	<p>New Students:</p> <ul style="list-style-type: none"> Full term payment must be made at Reception before the second class. If you complete two classes you are required to pay fees in full (even if you pull out after the second class). If you have already paid fees and pulled out after the second class, fees are non-refundable, non-transferable and no credits given. Exception: 3-4yo, please see Tiny Tot Policy. Every student is required to pay a membership fee of \$30 when they start. This covers music copyright, insurances and admin. A late fee of \$20 will be charged if payment of term fees is not made on time (discretion of the Directors) By signing the Enrollment form, you agree to the Policies outlined in this document (and any other conditions written on the Enrolment form) Upon full payment you will receive your Backstreet member card to access your account and to make payments at Reception.

	<ul style="list-style-type: none"> • New students are not permitted to pay fees online until their second term. • Term fees cover dance tuition at the studio only. It does not cover for rehearsals etc. Rehearsal costs are covered for in the costume hire. • Fees are non-refundable and non-transferable. <p>Current Students:</p> <ul style="list-style-type: none"> • By submitting a Re-Enrollment Form, you are committed to the classes you have chosen as we have secured your spot. Therefore, full fees will be charged and are due BEFORE your 1st class of the term, unless you have: Cancelled your re-enrollment BEFORE the term has commenced (via email only). • If you change your mind AFTER the term has commenced, you will still be charged for the full term, which will be followed up. If you have paid fees – they are non-refundable, non-transferable and no credits given. • Part payment of fees are not acceptable. Term Fees must be paid in full. • At reception we take payment by cash, cheque, credit card (Visa & MasterCard) and EFT transactions • When term has started: All fees are non-refundable and non-transferable. No Credits given. • If a student changes their mind and informs Backstreet Dance in writing 7 DAYS BEFORE term starts of their request to cancel, there are 2 options: <ul style="list-style-type: none"> • OPTION 1: Receive a refund of fees paid minus an admin fee of \$44. • OPTION 2: Put FULL fees in credit. This credit can be used in future FOR DANCE CLASSES ONLY. It is NOT transferable. • If cancellation is within the 7 days of term commencement, Backstreet Dance has the right to forfeit all fees within our 'change of mind' policy • Backstreet Dance reserves the right to cancel or expel a student if fees are not paid by the 3rd week of the term (unless there has been communication and an arrangement between Director and Parent/Adult Student). • Backstreet Dance also reserves the right to take payment for fees from a credit card (if supplied). If any payment is outstanding, a Debt Collection Agency will be called upon and their fees will be added to the bill. • A late fee of \$20 will be charged to you if term fees are not paid on time. (discretion of the Directors) • It is the responsibility of the parent/guardian/carer/adult student provided on the Enrollment form to pay fees and other payments on time. • Communication is important. If you are experiencing financial strain, please discuss options with the Directors during School Holidays/before the dance term starts.
<p>Tiny Tots (4yr olds and under)</p>	<ul style="list-style-type: none"> • We understand that sometimes it takes more than 1-2 classes to determine if a student of a very young age (i.e. 3-4yo) is suitable for a dance class. • If the Teacher finds the student unsuitable for class after term fees have been paid, a credit will be put on the child's account ready for when the student is ready to join at another time in the future. • Refunds are not given. Fees are non-refundable and non-transferable. • The membership fee of \$30 is also non-refundable. • If many classes have been taken before determining the child is not suitable for class, a charge will be applied for the classes taken and the rest will be put in credit.

Production	<ul style="list-style-type: none"> • Tickets are sold at Backstreet Reception and at the dress rehearsals. Show ticket conditions and prices will be released during the term. • Students and Parents/Guardians are responsible for ensuring the student is backstage 3-4 songs before their own dance. Staff will not come and find your child. • Verbal or physical abuse of any kind will not be tolerated at the dress rehearsals or production. • The students are required to wear their whole costume and correct shoes as per the picture/list in costume bag. If they are forgotten or incorrect they could be refused to perform. • All performers are given ONE wristband to wear on their wrist or ankle to receive free entry to all shows. • If forgotten you may be granted a replacement BUT you must return the replacement along with the original wristband at costume returns. If lost, you must pay the full price of the ticket. • Backstreet Dance do not allow families to save seats at the Production. • Filming or photographs are not allowed. In the event that a staff member witnesses filming or a photograph being taken, they will ask you to delete the footage or photo. If you refuse to do so, you may be asked to leave. A report will also be made on the incident. • VENUE RULES: No food or drinks inside (only water bottles). Patrons with wheelchairs must be guided by the Front of House Manager. Students must go backstage 3 songs prior. Parents to take their child (if under 7yo) backstage 3 songs before and then collect them backstage after they finish performing. Other venue rules listed on the Performance Newsletters.
Footage	<ul style="list-style-type: none"> • Everyone who performs will receive a dropbox link to be able to view and download their performance (available for 6 months) • The Production Footage is included as part of your costume hire fee. • The Footage is not to be uploaded to social media, sold or streamed. It is for family eyes only. • It is texted out to all performers within 1 month of the Performance occurring.
Costume Hire	<ul style="list-style-type: none"> • The costumes are property of Backstreet Dance. • We expect them to be treated with care and love, so we can continue to use them in future performances. • We expect anyone hiring the costume to follow the Costume Hire Conditions listed HERE which also includes the dates of when to return the costume. • Costume bonds: If a member has left the studio, costume bonds are held for 6 months in their account. If Backstreet Dance have not received written communication from them (after leaving the studio) within these 6 months, the costume bond is forfeited. • Costume bonds are security over your costume to cover any damages, repairs or lost items. • One bond per costume/class • If a student has paid costume hire and changes their performance decision AFTER week 3 of the term, the costume hire is forfeited (as costumes have already been bagged)

Class Observation	<ul style="list-style-type: none"> • At Backstreet Dance we do not allow Family inside the classroom as it can pose a huge distraction to students. • We do have one way viewing windows for viewing in the hallways. (The students can not see out but you can see them) • We have two TV screens in the main (downstairs) waiting area that display the classrooms where you can watch your child on the screen. • Photography and filming is NOT permitted inside the studio classes or inside the studio premises whatsoever(unless permission is granted by the Teacher). • We ask that Family of the 3-4yo to stay close to the hallway while the child is in class in case of the unexpected i.e. Taking your child to the toilet. • We ask that an Adult Family member stay for their young child's first dance class to ensure they settle in okay.
Absences	<ul style="list-style-type: none"> • At Backstreet, we appreciate and value communication. If you are unable to come to class, please send a text to inform us. • A courteous call/email/text to the studio for the absence is appreciated. • Attendance is taken at each class. Good attendance is imperative as absences and tardiness can restrict an entire class. The whole class can be affected by one student so PLEASE make every effort to be at every class. Dance IS teamwork!! • Attendance at full dress rehearsals is compulsory. • If a student misses more than 3 classes in a term, or 2 classes in a row, the student may not be permitted to perform in the end of term production unless an effort has been made to catch up on choreography. Options: <ul style="list-style-type: none"> • learn the choreo at home from the dropbox link of the class choreography sent out to Parents in week 5-6 of term • paid for a private lesson with the Teacher • There are no refunds given for missed classes. If a class is missed, normally students can catch up in the next class they attend. • There are no make up classes your child can attend if they miss a class.
Uniform	<ul style="list-style-type: none"> • It is essential that the appropriate clothing is worn to ensure that the student is comfortable and able to move their body and the Teacher can guide the student appropriately. • These items of clothing are NOT allowed: <ul style="list-style-type: none"> • School uniforms • Denim/jeans • Inappropriate logos/slang t-shirts • Short bummies or short shorts (unless stockings/shimmers are worn). An appropriate length to cover the bottom is more professional and respectful to onlookers. • No exposing underwear, cleavage or bottom cheeks. • If younger students choose/want to wear skirts please ensure they wear shorts/leggings underneath. • By week three of the term we require students to wear the appropriate shoes to wear in class. See below for more info.
Dance Shoes	<ul style="list-style-type: none"> • ALL students are required to have the correct shoes by Week 3 of the term. If you are NEW and trialing your class, sneakers/joggers or any soft fully covered shoe is suitable for your first class/ few classes.

	<ul style="list-style-type: none"> • JAZZ classes: Plain black jazz shoes. They are available to purchase from us for \$69. Arrive early before class to get fitted. • HIP HOP: In Class: wear any runners/joggers that are comfortable to dance in. For Productions: Must wear 100% plain white for our performances • BALLET/CONTEMPORARY: Tan contemporary shoes (available for \$44). Must also have TAN knee pads. We sell knee pads at our studio for \$29 per pair. Tiny Tots 3-4yo classes only require ballet shoes (we sell at our studio for \$30) • HEELS: Black ankle-high boots with heels – any style or brand. No colour. Can have a little silver/gold on it.
Parking	<ul style="list-style-type: none"> • Backstreet has designated car spaces that are outside the studio (in front of our studio and opposite our studio) that are marked with yellow lines. • The park in front of the door is a five minute park only. Do not park here if you are waiting. • Do not park past the designated car park. It is private property and vehicles are at risk of being towed. • Alternatively, you can park on the street, not on the grass.
CCTV Policy & Procedures	<ul style="list-style-type: none"> • Backstreet Dance operate a CCTV system to deter anti-social and/or criminal activity/behaviour. This system will help to provide a safe and secure environment for the children, Parents/ Guardians and staff involved. • The CCTV system has limited access to authorised staff only (i.e. the Directors). Authorised staff will utilise the system for OHS (Occupational Health and Safety) and security reasons only. • Only the Directors will have access to recorded footage for/if a serious offence, allegation or incident has happened. • Should an offence, incident or allegation lead to a criminal investigation or lawsuit, the footage may also be accessed. • It should be noted that the CCTV system does not record sound. • It should be noted that all cameras are visible. • Cameras are situated at Reception, waiting areas, corridors and in both of the studio rooms. • It should be noted that the footage can be used to evaluate student behaviour, only when necessary. • CCTV is not used to locate lost property.
Social Media	<ul style="list-style-type: none"> • If engaging in social media that relates to Backstreet Dance or any of its members, you must be clear to ensure any information is factual and accurate. • Any information must respect individuals and the studio. • Information must not damage in any way, the studio or members reputations or bring disrepute. • If we have given you permission to film the Teacher (or sent you a dropbox link of the Teachers choreography/your class choreography) for the purpose of home practice – it must only be used for home practice and for the eyes of students/parents and NOT to be posted up on social media or distributed in anyway. • By enrolling in Backstreet Dance, you give permission for us to use footage on social media and other forms of communication eg. rehearsal photos

	<ul style="list-style-type: none"> Any bullying on social media showing Backstreet dancers can lead to suspension and the loss of any term fees paid.
Copyright	<ul style="list-style-type: none"> All products of Backstreet Dance, including all choreography produced, is the legal property of Backstreet Dance. All Production DVDs and production footage and photos, cannot be sold, copied or distributed in any way. Backstreet has a licence to produce and distribute Production footage. It is illegal for you to do the same. Students are not allowed to reproduce Backstreet choreography anywhere else unless prior permission has been gained by Directors of Backstreet Dance.
Photography & Filming	<ul style="list-style-type: none"> Upon submitting an Enrolment form, you give permission and consent for Backstreet Dance to use photos on social media platforms, website and other platforms. <p>STUDIO PREMISES</p> <ul style="list-style-type: none"> Photos and filming of any kind are NOT permitted inside the studio premises. <ul style="list-style-type: none"> This includes selfies. The exception is when Teachers use the Backstreet Photo Device (Ipad where we take and store all photos securely) for the purpose of group poses in rehearsal week <p>EXCEPTIONS:</p> <ul style="list-style-type: none"> when the Teacher grants permission to a Parent to take a photo in front of the Backstreet graffiti wall with/without a Teacher eg. showcasing a pose/certificate/trophy AND with no one else in the photo but that student (and if underage – who is with the Parent) when the Teacher films their own choreography to upload on the website (as a private dropbox link) to be accessed by current students so they can practice their dance at home. If this is the case – it is not to be shared online i.e. social media/internet. when the Teacher gives permission for students to film the choreography for home practice purposes only If this is the case – it is not to be shared online i.e. social media/internet.
Party Week	<ul style="list-style-type: none"> Party Week is the last week of classes at the studio (before rehearsal week) Students are encouraged to dress up and have fun to celebrate the end of the term. NOTE: Uniform policy still applies here. ie. appropriate dance attire. An in-studio showcase will be held for the two studios to showcase their dance to each other and ONLY Parents/Guardians of non-performers are invited to watch. Filming and photographs are not permitted. Certificates and trophies are handed out to all non-performers during Party Week.
Insurance	<ul style="list-style-type: none"> No responsibility is taken for lost property.

	<ul style="list-style-type: none"> • If a student damages any equipment in the studio, it must be replaced by that student/parent at his/her own cost. • Backstreet Dance does not carry medical insurance for its students. It is REQUIRED that all dance students be covered by their own family insurance policies. If injury occurs, it is understood that the student's own policy is your ONLY source of reimbursement. Note that in some classes, breakdance moves are performed and some basic tricks like handstands/cartwheels/jumps/lifts/formation work. Even though Teachers instruct moves with safety components – no claims can be made against Backstreet Dance or any individual employed or volunteering at Backstreet for any injury or accident through class, rehearsals, productions or other events at Backstreet. By signing the Enrollment form, you give Backstreet staff/volunteers permission to provide first aid where needed (who are first aid qualified). No claims can be made against Backstreet Dance by providing first aid. • Anyone entering Backstreet Dance studios or performance related venues, cannot hold Backstreet Dance or the Directors or staff members or volunteers of Backstreet Dance liable for any expense, loss, personal injury or accident and cannot bring any law suit or assert any claim, including Workers' Compensation, against Backstreet Dance or any employee of Backstreet Dance as a result of any action taken.
Cancelled Classes/ Programs	<ul style="list-style-type: none"> • Classes will NOT be held on public holidays. • If a class falls on a public holiday – Term Fees will be reduced to reflect the 'no classes on public holidays' OR an extra class will be provided to make up for the missed class due to the public holiday. • Backstreet Dance reserves the right to cancel classes due to natural disasters or unexpected events that are out of our control (eg. Government restrictions). If in doubt, call the studio for a recorded message or view social media posts/e-newsletters sent out. • If classes/programs (eg. Disney, Performance Troupe, Carols by Candlelight) are cancelled, the lost time may/may not be made up at another time – pending studio availability and time left over in the dance term. View your newsletter or our website for details. • If classes are cancelled due to short notice/emergency: We will also aim to text you to notify you about this – pending phone service and the scale of the emergency. No refunds are given. Instead, classes/programs are postponed where possible for a later date or classes may be moved to an online platform eg. ZOOM • Backstreet Dance reserves the right, if required, to change teachers, cancel classes or change times at any given time. • If a class is changed on the timetable before the term starts, you will be notified via email/phone/text.
Complaints Policy	<p>We, here at Backstreet Dance, are committed to providing a fun, safe and clean environment for all Students, family and staff. We ask all who enter our vibrant studio follow and respect our values and ethics that we declare as fundamental guidelines stated below; all staff have been trained and instructed to enforce these policies and procedures. We believe everyone in our organisation should report any concerns or questions about the safety or welfare of a child, young person, adult, visitor and students immediately. Everyone at Backstreet Dance has the right to be</p>

	<p>confident that complaints will be handled honestly and fairly. Additionally, everyone should be confident reporting inappropriate behaviour around kids.</p> <p>Who to report to All complaints must be reported formally to Backstreet Dance directors Deborah Storer and/or Jeff Storer submit to them a complaint form or contact 0407 995 182 to learn about accessing a complaint form. Please note that a child or young person, or any staff member/volunteer/student can make a complaint, or raise a concern directly to Deb or Jeff as Child Safety Contact Persons.</p> <p>Complaint action plan After a complaint is submitted or notified to the child safety contact person/s they will take the following action:</p> <ul style="list-style-type: none"> - Listen to the person making the complaint and make a confidential record of the complaint using the complaint form. - In the case of an allegation of child abuse, Backstreet Dance will report to relevant state government department. Inform everyone involved in the complaint about the requirement to make this report. - If the complaint involved inappropriate behaviour and a breach of the Code of Conduct, the manager/leader will need to take action in accordance with the internal procedure as outlined in Backstreet Dance policies.
<p>Emergency Evacuations</p>	<ul style="list-style-type: none"> • Appropriate emergency procedures exist at Backstreet Dance. Staff understand and are trained to follow the procedures relevant to their location. • Emergency evacuation maps are located around the premises. • Fire extinguishers are located within the premises. • Emergency at Rehearsals and the Production (Venue: Edge Hill State School) – the emergency assembly area is located out on the school oval to the right of the Performance Centre. Follow staff’s instructions.
<p>Cyclone</p>	<ul style="list-style-type: none"> • In the event of an imminent cyclone, Backstreet Dance will cancel classes. All students will be contacted and Parents/Guardians will be contacted to inform of the studio being closed and/or to collect students, if at the studio. • Make-up classes may be offered at a later date but not guaranteed. • Backstreet Dance will advise all students and Parents/Guardians when the studio will re-open after the all-clear is provided. • No refunds or credits will be given if in the event of a cyclone.
<p>Health & Wellness</p>	<p>Behaviour</p> <ul style="list-style-type: none"> • At Backstreet we do not allow swearing, indecent or disrespectful language, defamatory comments, or disrespectful or indecent conduct from students, Parents/Guardians, family members or visitors. This includes online as well as in person. • All students are expected to show respect and consideration to all teachers and staff members, and to each other. This is our happy place, lets keep it this way!

- Students need to remember they are role models for other students and need to show leadership by setting a great example through actions and speech.
- All students need to be responsible for adhering to these policies and procedures of the studio and to bring up any concerns to the appropriate person. Be willing to receive direction and coaching as appropriate.
- Parents will be contacted and notified if student behavior's become unacceptable. A plan of action will be discussed to implement new strategies to correct the behaviour. If after a few attempts have been made and the student continues to disrupt learning in the class, the student may be asked to take time out from the studio and return at a future date when it is more suitable.

Physical Contact

- Physical Contact between a teacher and a student may be required to demonstrate, assist or correct with dance movement and also to fit costumes (for the purpose of determining sizing for the End of Term Production).
- In the event of injury, physical contact may be required to treat the injury.
- Any indecent or inappropriate physical contact between staff, students and any visitors of Backstreet must be reported immediately.

Bullying

Backstreet Dance is all about being positive and making everyone feel welcomed and accepted.

- Bullying in any of these forms is not tolerated:
- In person, via email, via text messaging, via the internet, verbal abuse or shouting, physical abuse, excluding or isolating someone, humiliation through sarcasm, criticism or insults, psychological harassment, belittling or ignoring someones contribution or opinion.

If anyone feels they are a victim of any of the above, we ask that they first try discussing the matter directly with the person/people concerned and request them to end the behaviour. If unsuccessful or inappropriate to do so, contact or speak to any of our trained and friendly Teachers to gain assistance in resolving the matter.

Injury & First Aid

- Backstreet Dance has a set structure to maintain a safe dance environment.
- Staff have all been trained and are responsible to ensure that health and safety objectives are achieved. They will identify and eliminate unsafe acts, procedures, conditions, equipment and hazards of all kinds.
- It is the responsibility of the parent/guardian to inform Backstreet of any prior or current illness or injuries prior to Enrollment or prior to class.
- In the event of an injury, Backstreet will administer first aid treatment by one of our Qualified Teachers. If medical services are necessary and an ambulance is required, the student/parent will incur the costs. Physical contact may be required.
- Injuries must be reported to the Teacher by the student, it is important we are aware they have hurt themselves.
- When an injury has occurred at the studio, an injury report is recorded and the student/Parent is followed up within 24 hours (where possible).

- Backstreet Dance is not liable for personal injuries. Students are required to seek their own insurances.
- Parents/Guardians MUST inform Backstreet of any allergies that the student may have. Backstreet will not be held responsible for allergic reactions outside of class times, however first aid will be provided if required.

STUDENTS SAFETY:

- Parents/Guardians must be responsible for minors before and after class. Backstreet Dance will not provide supervision to minors outside of class time.
- Students are not to wait outside the premises. No student (under 18) is to wait or leave the studio without the Parent/Guardian present.

Sick Student

- If you/your child is feeling unwell in any way and unable to dance we ask the Parent/Guardian to not bring them to Backstreet.
- If sick, please text the Backstreet mobile to inform us of your absence. Your communication is appreciated and we wish you well in your recovery.
- We avoid sitting students out in class if they are unwell as it can demotivate other students.
- If you have tested positive to COVID, please view the current Government guidelines on this matter. Eg. stay at home if you have symptoms.
- If the student is noted to be unwell in class and unable to continue dancing, they must be collected by the Parent/Guardian and taken home to either get well or see a GP.

QLD Health Directives

Backstreet Dance follow the QLD Health Directives, however these do change often. Therefore it is recommended to visit the QLD Health website to receive directions on what you can and cannot do when you test positive.

- Note that if classes are cancelled due to Government directive, Backstreet Dance will either: 1) move classes to online or 2) offer extra classes when it is safe to do so or 3) if online classes or face to face is not suitable, a discount voucher may be given to use for future classes. This will all depend on WHEN the lockdown/government directive is given during the term and how long the lockdown is for.
- Backstreet Dance are not liable for any loss of income in the event people (family/students/staff/volunteers) are forced to quarantine due to Qld Health Directives – whether directly or indirectly connected with anyone at Backstreet.

Food, Drink, Alcohol & Drugs

- Food and/or drinks are not permitted in the studio with the exception of water bottles.
- No steel or glass bottles are permitted – as they chip our dance floors when dropped.
- Food and/or drinks are to be consumed in the downstairs waiting area only.
- The possession or consumption of illicit or non-prescribed drugs or alcohol is not acceptable at any time.
- If a student is found under the influence of illicit drugs or alcohol, they will be asked to leave the studio and will have a meeting to discuss expulsion.
- Parents, students, volunteers or employees must not arrive at Backstreet or at a Backstreet event, impaired by the effects of illicit drugs or alcohol.

<p>Requirements for Student Teachers (work experience)</p>	<ol style="list-style-type: none"> 1. Dance at Backstreet for at least 6 months 2. Be competent in either Jazz/Contemporary or Hip Hop 3. Keep up consistent classes in the above styles 4. Minimum age is 12 years old 5. You MUST be very confident in your own dancing – because students look up to you!! 6. Intermediate to advanced level of dance skill/ability 7. Love of children 8. Not have any visible tattoos or multiple piercings 9. A positive attitude is a must 10. Responsible and Punctual 11. Maturity (professional) 12. Willing to learn and take direction from your Teacher/Director 13. Be willing to interact with your students before, during and after class 14. Personal pride in your own appearance (remember you are a role model for these children) 15. Commitment to your allocated class – every week where possible. Your attendance must be high and you also must commit to performing in your own class on a consistent basis. Showing a low attendance/low commitment can jeopardise your student teaching position. 16. Commitment to attend compulsory training sessions and meetings
<p>Backstreet Team Requirements</p>	<p>There is a strict criteria for being a part of the Backstreet Team. All Teachers, Assistant Teachers, Student Teachers and employees have to be positive, committed and most of all passionate about what they do. This ensures everyone has a great time and gains confidence.</p> <p>All Teachers have Blue Cards, are trained in First Aid (regularly) and have suitable experience/qualifications to teach/assist (eg. Cert III in Dance or Cert IV in Dance Teaching & Management or equivalent inhouse training).</p> <p>We also have an intensive Teacher Training Program for new and current Teachers in our Dance Studio so that the whole team are in alignment with the philosophy of Backstreet. This is important to the success of everyone involved at Backstreet.</p> <p>The Mission of Backstreet Dance is to offer high energy, professional classes in a vibrant positive environment with inspiring passionate teachers. We also value a high level of customer service. Our thriving goal is to encourage our students to express themselves freely through dance with confidence and utmost enjoyment!</p> <p>The Philosophy of Backstreet Dance is to:</p> <ol style="list-style-type: none"> 1. Offer classes to all ages, sizes, abilities and experiences in a safe, positive environment. 2. Provide students the opportunity to perform on stage at the end of every term to boost confidence. 3. Have FUN!!! <p>To ensure the best possible services to its clients, the public and to provide a positive work environment, Backstreet Dance expects team members to follow rules of conduct that will protect the interest and the safety of its students, parents, the public, fellow team members and the employer.</p> <p>Backstreet Dance expects its team members to always treat other team members, students, parents and suppliers with the utmost respect and courtesy. Personal contacts with the above shall be congenial, professional and conducted with a “client service” attitude.</p>

Backstreet Dance team members have a duty of care for students and guests of Backstreet Dance and must abide by legislation and rules and responsibilities outlined by Backstreet Dance. To ensure and have success of maintaining a safe ethical dance studio in compliance with the code of conduct.

The following are acts that Backstreet Dance considers unacceptable. Any team member found engaging in these will be subject to disciplinary actions including reprimand, warning, suspension or dismissal:

Respect for the Law and Lawful Instructions

Examples include but are not limited to:

- * Not complying with any professional codes of conduct or ethics.
- * Not complying with any laws relating to work undertaken by Backstreet Dance.
- * Not complying with Backstreet Dance policies and procedures.
- * Refusing or failing to carry out any reasonable and lawful instructions of a Manager.
- * Violating or causing others to violate health and safety regulations.
- * Possessing firearms or weapons of any kind on company property.

Respect for Persons

Respect means:

Respect is a positive way of treating or thinking of someone. It involves recognising their value and importance as a human being and treating them accordingly. Being respectful of other people is an important value. Showing respect means demonstrating a concern for people you interact with and treating them as equals.

Examples include but are not limited to:

- * Failing to treat students, parents and team members with respect including using threatening or abusive language or behaviour.
- * Physical and/or verbal violence towards students, parents or team members.
- * Engaging in horseplay or disorderly conduct.
- * Unlawfully discriminating against students, parents or team members.
- * Harassing or bullying students, parents or team members.
- * Victimising any team member, students, or parents who report a breach of this Code of Conduct.
- * Not complying with Backstreet Dance policies and procedures.

Integrity

Means: the quality of being honest and having strong moral principles

Examples include but are not limited to:

- * Failing to declare any real or perceived conflict of interest.
- * Failing to report any attempted bribery.
- * Disclosing any confidential or official information.

Diligence

Means: careful and persistent work or effort

Examples include but are not limited to:

- * Failure to be at the workplace, ready to work, at the regular starting time.

- * Ignoring work duties or wasting time during working hours.
- * Coming to work under the influence of alcohol or any illegal drug, or bringing alcoholic beverages or illegal drugs onto Backstreet Dance's property.
- * Failure to advise the Manager of completion of job or delays.
- * Uncooperative attitude.
- * Using mini hand-held electronic devices for personal reasons such as mobile phones, ipads, ipods, music headsets and handheld games at work.
- * Smoking contrary to established policy.

Economy & Efficiency

Examples include but are not limited to:

- * Not taking proper care of, neglecting, or abusing Backstreet Dance's equipment and tools. Eg. leaving the aircons on.
- * Wilfully damaging, destroying, or stealing property belonging to fellow team members or Backstreet Dance.
- * Intentionally giving any false or misleading information to obtain a leave of absence.
- * Taking unexcused absences from work.
- * Using Backstreet Dance's equipment, property or consumables for private purposes without prior authorisation.

BACKSTREET DANCE