




TCDA Pty Ltd
ACN 617 607 253
ABN 93 656 571 166

Code of Conduct

Version 2
17 March 2024

TCDA Director	Paul Singh
Responsible Officer	Paul Singh
Signed	
Date	17 March 2024
Revision	0

INTRODUCTION

This Code sets the standards for the way in which we work at TCDA. This Code sets standards and expected behaviours in keeping with our core values and aims to help all TCDA representatives make informed behavioural decisions. TCDA representatives should apply and use this Code as a guide when making their own decisions. Breaches of this code may be addressed through TCDA's Complaint Handling Policy or Internal Grievance Procedure.

1. TCDA'S CORE VALUES

INTEGRITY

"Honest and reliable in all dealings with others and conducts activities professionally and ethically"

- Deals with others fairly and consistently
- Follows through on commitments
- Is truthful
- Is open to constructive feedback
- Abides by all of TCDA's Policies and Procedures

COURAGE

"Makes brave decisions and is brave enough to venture out of their comfort zone"

- Raises issues constructively and directly in appropriate forums
- Is willing to explore new ideas and ways of doing things
- Has a "can do" approach
- Is a "Yes and" person
- Speaks for oneself instead of relying on others
- Supports their team

ACCOUNTABILITY

"Takes personal responsibility for decisions and actions to achieve agreed outcomes"

- Acts and works in a transparent manner
- Ensures the best use of resources
- Communicates effectively and in a timely manner
- Recognises the achievements of others
- Takes responsibility for personal decisions and actions

RESPECT

"Values the individuality and input of others and contributes to healthy working relationships"

- Recognises and encourages ideas and contributions of others
- Shows respect when speaking to or about others
- Respects and relates well to persons from diverse backgrounds
- Is courteous and approachable
- Listens to feedback from others
- Aims to be a good role model
- Is well groomed and presented

EXCELLENCE

"Applies best practice and aims to achieve the highest possible standards and best result in everything they do"

- Is results driven
- Seeks out opportunities for personal growth and development
- Takes responsibility for safety and is prepared to point out safety concerns
- Continually strives for improvement
- Supports others and celebrates their achievements
- Aims to be a good role model

2. ORGANISATIONAL CULTURE

TCDA was founded in 2009 with clear objectives and strong ideals. We continue to set the bar for dance and performance education that many others aspire to meet.

OUR MOTTO

“Dance is the Vehicle, Life is the Lesson”

OUR MISSION

“To enable young regional performers to reach their full potential, delivering the highest possible quality experience and opportunities to our students and their families”

OUR VISION

“To become and be recognised as the Centre for Excellence in Dance & Performance in the North West”

TCDA’s policy of only engaging teachers from within our ranks leads to a galvanised and homogeneous culture, grown rather than imported, and therefore a clearly defined and reinforced set of values and style.

3. HEALTH AND SAFETY

Our Studio must abide by the Work Health and Safety Act 2011 and ensure a safe environment for our students, staff and visitors. The Workplace Safety Manager at TCDA is Paul Singh.

All TCDA staff and volunteers must be familiar with the TCDA Safe Workplace Policy. A copy of the policy is available in the TCDA Studio Office.

We understand that dance is a strenuous activity and that injuries may occur but it is our aim to limit the possibility of these occurrences through planning and policy. Your role in achieving this aim is 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 the OH&S policies and procedures of each particular establishment.
- Cooperate, consult on and promote OH&S and welfare matters in the studio, classroom or performance space.
- Report and work to rectify (where possible) any hazards within 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 correct use is made of all equipment including First Aid supplies.
- Ensure that they are not, by the consumption of alcohol or any other drug, 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.

TCDA Staff and Volunteers must be familiar with:

Entry & Exit Points The front door is the designated entry point, allowing us to monitor who is on site. In the case of an emergency either the front or rear doors may be used.

Location Of PPE - Personal protective equipment such as gloves and masks can be found at reception and in the kitchen and office. Hand Sanitiser is located in each studio and at reception.

Location Of First Aid Equipment - First aid supplies can be found in the first aid cabinets located inside the Office and outside studio D (tap/bare studio). A list of first aid trained staff can also be found here.

Evacuation Procedures - Evacuation procedures are posted at both doors to the studio. The Emergency Assembly Point is located at the TCDA Pylon Sign on Peel Street

Fire Fighting Equipment - Hose reels are located in the front room and by the side roller door. Fire extinguishers are located in the front studio, kitchen, side roller door and rear door. An automatic sprinkler is installed at the front window.

Emergency Lighting- in the case of power outage, emergency lights will engage throughout the building.

Emergency Contacts - Emergency telephone numbers are posted at both studio doors.

In Case Of Lockdown - Emergency lockdown muster point is the main hall (studio C). Teachers will secure doors and call emergency services.

In Case Of Evacuation - Collect students and keep together referring to class rolls. Evacuate via the route listed on the posted Fire and Evacuation Plan and lead students out of the studio and escort to the assembly at the front of the site.

Stay calm, listen to the senior staff and follow their instructions

4. SECURITY

In order to ensure safety at TCDA, access is limited to only:

- Enrolled students
- Parents or carers of enrolled students
- TCDA staff and volunteers
- Contractors or external staff performing approved activities
- Visitors to TCDA attending casual workshops or official events
- Invited guests

Access to TCDA is via keyed entry doors and a code to disable alarms. Keys and alarm codes will be provided based upon needs and at the discretion of TCDA management. Alarm codes are personalised and you should only ever use your own code to arm or disarm the system. Keys are engraved with a number and you are required to sign for your key in the TCDA key registry. You are not to make any further copies of your key.

Access to TCDA outside of normal hours will trigger a call from Advanced Inland Security so please let TCDA management know if you intend to access the studio outside normal operating hours so that we may inform security.

TCDA uses closed circuit TV video monitoring that is always recording.

5. FAIRNESS, EQUITY, DIVERSITY AND INCLUSION

TCDA recognises and embraces the diversity that each person brings and we aim to create a safe environment of trust, mutual respect and appreciation. Our staff and volunteers are expected to be familiar with TCDA's Diversity and Inclusion Policy that is available in our studio office.

TCDA's staff and volunteers are expected to value and consider diversity in their engagements with clients and each other and speak up if they see or hear things that are not in keeping with TCDA's Diversity and Inclusion Policy.

6. HARASSMENT AND BULLYING

Harassment occurs when someone engages in conduct that would make a reasonable person feel offended, humiliated or intimidated because of their age, race, religion, gender or gender expression, sexual orientation or some other attribute specified under anti-discrimination legislation.

TCDA staff and volunteers are expected to have read and be familiar with our Workplace Harassment Policy that is available in the TCDA studio office.

7. DRUGS AND ALCOHOL

TCDA staff and volunteers must be fully fit for work when attending, therefore staff and volunteers affected by drugs or alcohol should not be at work. The possession of illegal drugs at any TCDA location or event is strictly prohibited in line with the law.

Exposure to other peoples smoke is a hazard and TCDA is a smoke free workplace. It is forbidden to smoke or vape within any of our premises or within five metres of any entry point to our premises and vehicles.

8. GROOMING STANDARDS

Your students will take their lead from you so it is essential that you set a high personal standard in grooming and presentation. There is flexibility in the teachers uniform but we prefer variations on the red and black theme. Your hair is to be pulled back and proper dance shoes are to be worn. Your students will look up to you and take their lead from you, so your grooming will instruct them on how they should dress themselves. Clothing should be appropriate to the activity to ensure safety and should avoid displaying profanity.

9. CUSTOMER SERVICE STANDARDS

TCDA aims to provide outstanding customer service in line with our core values. We hope to make our engagements consistent, simple and streamlined while delivered in a polite, professional and empathetic manner.

TCDA staff and volunteers aim to be problem solvers who make every effort to answer customer enquiries at the first opportunity. Customer feedback should be passed on to TCDA management so that we can review performance and create strategies for improvement.

The TCDA Compliant handling Policy located in the studio office should be applied in instances where customers are dissatisfied and wish to make a complaint.

10. CHILD PROTECTION

TCDA staff and volunteers must be familiar with and comply with our Child Safety Policy, located in the studio office.

Children have a fundamental right to be safe from any form of abuse while involved in dance. This is a legal as well as a moral obligation. To this end please ensure that you:

- Always work in an open environment
- Avoid spending time alone with children away from others except in essential one on one situations such as private classes.
- Encourage open communication with no secrets
- Treat all children equally and with respect and dignity
- Put the welfare of the child first
- Notify the Principal and / or Studio Manager of any concerns that you may have about the safety, wellbeing or welfare of children and young people in your classes
- Are aware that you have a mandatory obligation to report suspected risks of significant harm

You are obligated to report the following to the Principal or Studio Manager:

- If you accidentally hurt a child
- If a child appears to be sexually aroused by your actions
- If a child misunderstands or misinterprets something you have done
- If a child is unusually distressed and you have any suspicions or concerns about potential abuse

Teaching Assistants and Junior Teachers do not require a Working with Children Check as they are under 18 years of age.

Teachers, staff and volunteers over the age of 18 are required to have a Working With Children Check number and have it verified by us.

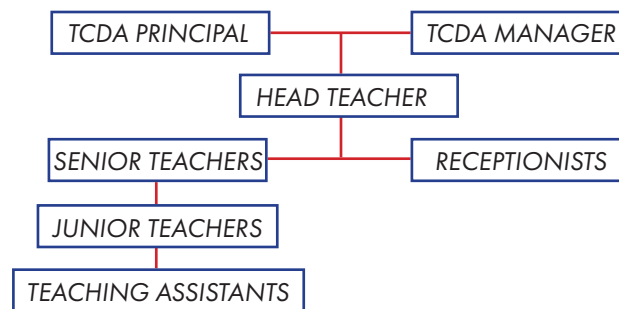
11. THE AUSDANCE CODE OF ETHICS

Tamworth City Dance Academy abides by the AUSDANCE Code of Ethics for Dance Teachers. All of our teachers and volunteers are likewise expected to familiarise themselves and abide by the code where applicable to ensure that we uphold the high level of quality that is a benchmark of TCDA.

1. Studio principals will have clearly defined aims and goals. The benefits an individual student can expect to receive through staff's conscientious implementation of these aims and goals will be clearly stated.
2. Studio principals will make sure that the school and its staff is capable of providing any services claimed.
3. Studio principals will employ teaching staff with the experience, knowledge and/or qualifications required for the range of levels and techniques being taught. Student teachers will be trained and supervised to ensure the school's teaching standards are maintained.
4. Studio principals will provide effective assessment procedures and will ensure that students and parents receive, or have access to, advice when necessary.
5. Studio principals will conform to sound business practice and provide an efficient fee system.
6. Studio principals and individual teachers will ensure that class sizes are suitable to the levels and techniques being taught. Students in each class will be of a similar age and/or standard.
7. Studio principals and individual teachers will ensure that facilities provided:
 - conform with minimum safety and space requirements.
 - have suitable flooring, with a safe surface designed and constructed to minimise risk of injury.
8. Individual teachers will use effective and flexible teaching skills to create a productive learning environment. Individual teachers will:
 - strive to communicate a love of dance
 - show professional attitudes, including punctuality, reliability and responsible care of students
 - strive to develop self-discipline and self-motivation in the students
 - encourage and support the individual in the class situation
 - present general concepts of movement as well as those of a particular dance style.
9. Individual teachers will recognise the role of dance in the development of the whole person. They will also seek to recognise and develop each student's potential, whether it lies in dance or in related fields, and offer appropriate guidance for further progress.

10. Individual teachers will endeavour to recognise physical anomalies, modifying their teaching and seeking medical advice when necessary. The teaching and choreography must be anatomically safe, and teachers must be prepared to deal with medical emergencies.
11. Individual teachers will strive to develop in the students an appreciation of the characteristic style of each specific technique taught.
12. Individual teachers will take responsibility for seeking more knowledge in all aspects of their work.

12. ORGANISATIONAL STRUCTURE



13. ROLES AND RESPONSIBILITIES

Teachers grading and responsibilities are scalable and are expected to increase with experience, in line with the Fitness award and incremental pay increases. The responsibilities of each grade under the Award are listed below.

- Level 3** - Be prepared, study and deliver syllabus in preparation for exams
 Choreograph and teach routines for performance
 Communicate with reception and senior staff
 Communicate with parents / Caregivers
 Mentor junior and assistant teachers
 Provide feedback to dancers
 Take ownership of their classes to ensure that all KPI's are met
 Ensure that the dance space is cleaned and ready for use by the next teacher

Level 4A - Regrading upon completion of the Certificate 4 in Dance Teaching & Management

Level 5 - Regrading upon completion of the Diploma in Dance Teaching & Management

Level 7 - ATOD Membership, Diploma or Degree in Dance & 5 Years Experience in Dance Teaching

WORKING WITH OTHERS AT TCDA

TCDA Teachers are expected to participate in our Mentoring Program by supporting our Teaching Assistants and Junior Teachers and ensuring that they carry out the roles as follows, offering advice as necessary.

The role of the teaching assistant is to:

- Teach or assist with the warm up exercises.
- Correctly demonstrate exercises to the class.
- Ensure students safety to and from toilets and kitchen.
- Mark the roll.
- Hand out receipts to students.
- Hand out newsletters or other notes to students.
- Ensure that students are returned to parents.
- Assist the first aid officer under direction in treating injuries.
- Choreograph parts of dances as requested.
- Assist the teacher with miscellaneous duties during classes as required.

The roles of the Junior Teacher is exactly the same as the Teaching Assistant, with the following additional conditions.

- They are encouraged to hold a Senior First Aid Certificate or have organised a date at which to undertake training.
- They are required to conduct classes both supervised and unsupervised as they progress with their training.
- They will be required to choreograph entire dance pieces.
- They will be required to mentor Teaching Assistants.
- They will need to communicate information to parents on behalf of TCDA
- They will need to be present at any performance or function that their class is involved with.
- They will need to commit to the completion of their qualification in a timely manner.

14. DANCE RELATED INJURIES

In the case of injury you should provide first aid as per your training. If you are untrained, locate the on duty first aid trained staff member as soon as possible.

An accident report form must be filled out as soon as possible in the case of any injury and submitted to the Manager. The person who administered first aid or senior staff member / volunteer must explain the nature of the injury and care given to the injured persons parent.

TCDA staff and volunteers should be familiar with the TCDA Injury Management Procedure that is available in the studio office.

11. INFORMATION TECHNOLOGY (IT)

TCDA supplies internet access on a private staff network attached to our computer and electronic devices as well as a public wifi network. TCDA staff and volunteers must seek approval from the manager before installing any software on TCDA electronic devices. Some information contained on TCDA electronic devices is of a sensitive nature and subject to TCDA's Privacy Policy and should not be shared or used in any manner that contravenes this Policy.

Staff and volunteers should not access any site on TCDA devices that is not age appropriate or may be in violation of any other TCDA Policy including but not limited to our Child Safety Policy, Diversity and Inclusion Policy or Workplace Harassment Policy.

12. CONFLICT OF INTEREST

As a TCDA staff member or volunteer you have been entrusted to work with us and on our behalf in delivering and realising our mission in line with our core values as stated in this document. Certain activities that you engage in outside of TCDA may constitute a conflict of interest, the most obvious being engaged to teach at another dance studio in our region. Conflicts of interest can be resolved through transparency and discussion with TCDA management where agreements can be made to ensure that your personal pursuits do not adversely impact this organisations professional objectives.

13. USE OF TCDA RESOURCES

TCDA encourages the personal development of our staff and volunteers and is happy to allow you to use our facilities and resources within reason. Communicate with TCDA management to discuss the resources that you wish to use, prior to use so that we can ensure that your request or activities:

- comply with our policies
- have been addressed by our risk assessments and are safe
- do not need additional resources added to make them safe or compliant
- do not require additional liability coverage
- do not require us to alert security or a third party

Remember that communication is the key.

14. WHO TO CONTACT

We understand that there is a great deal of information in this document but help is always at hand. Knowing where you are on the organisational structure at item 12 of this document will let you know who your supervisor may be and who they in turn report to. If you would like clarification on any information contained in this document please contact the TCDA Manager on 0438 621 440 or email paul@tamworthcitydance.com.au