

australian school of performing arts

Rights and Responsibilities

The Australian School of Performing Arts (ASPA) is committed to creating and maintaining the safest possible environment for all participants in Australian Girls Choir (AGC), Aus Girls Dance (AGD) and a3-Australian Arts Alive classes and programs. We strive to provide the highest standard of educational and pastoral care at all times and to give students a positive learning experience.

Students have the Right

- To attend class in a safe environment
- To experience the highest standard of educational and pastoral care
- To be treated with respect and courtesy by other participants and staff
- To learn the appropriate curriculum – AGC, AGD, a3
- To learn in an environment free from bullying
- To take advantage of the opportunities presented to them in sessions

Students have a Responsibility

- To be polite and considerate of other students and staff
- To be respectful of people, venues and property
- To apply themselves in rehearsals, classes and workshops
- To wear correct rehearsal uniform as relevant to their class
- To be punctual and attend all rehearsals, Music Schools and concerts as applicable
- To approach AGC, AGD or a3 staff, either at their rehearsal venues or through their state office, with any special needs or concerns that may effect their safety or class participation.

Parents have the Right

- To feel secure that their child is receiving the highest standard of care
- To be treated with respect and courtesy by ASPA staff
- To communicate with staff and management
- To have access to ASPA policies
- To know that ASPA has assessed the suitability of staff to work with children
- To receive feedback about their child's progress

Parents have a Responsibility

- To support and encourage their child's attendance and participation
- To notify ASPA of any prolonged absences
- To provide correct contact information
- To have read the General Information and adhere to the payment schedule as applicable and agreed
- To inform the ASPA staff of any emotional, physical, behavioral, medical or special needs that their child may have, including any custodial or legal issues
- To ensure their child is punctual and is escorted to and from sessions
- To provide written confirmation to the Venue Manager when the chorister or dancer will be collected by anyone other than the regular guardian – AGC and AGD
- To assess the suitability of anyone with whom their daughter may be carpooling – AGC and AGD

ASPA Staff have the Right

- To expect cooperation and courtesy from students, parents and other staff
- To enact the 'Children with Challenging Behaviours' procedure for any chorister or dancer who is disruptive to the safe and positive learning environment – AGC and AGD
- To have their professional expertise recognised
- To teach the AGC, AGD and/or a3 curriculum free from harassment and in a safe environment
- To leave a rehearsal or class at the hour to which they have been contracted
- To receive performance feedback from ASPA management

ASPA Staff have the Responsibility

- To respond swiftly and conclusively to any allegations or suspicion of inappropriate behaviour, on the part of student, parents, staff or any other associate of the organisation.
- To be available to supervise students from 10 minutes before rehearsal time, until the last girl is collected.
- To ensure that students are never left on their own and are always accompanied by another student or staff member when leaving the group
- To be available for attendance at music schools, concerts and staff meetings as required
- To ensure that the AGC, AGD and/or a3 curriculum is being followed and taught to the highest possible standard
- To ensure that a safe class environment is maintained at all times
- To provide feedback to ASPA management regarding the progress of all students for whom the Tutor/Instructor conducts classes

Inappropriate behaviours will not be tolerated within the ASPA community. Inappropriate behaviours include **Harassment** and **Bullying**. Harassment and bullying both involve behaviour which harms, intimidates, threatens, victimises, undermines, offends, degrades or humiliates.

Definitions:

Harassment: unwelcome or uninvited behaviour which is found to be threatening or disturbing. Harassment may occur in relation to;

- Gender
- Race
- Ethnic background
- Religion or belief
- Disability
- Social skills
- Physical appearance
- Intellectual ability
- Emotional development.

Harassment includes, but is not limited to;

- Physical – including fighting, pushing, kicking, spitting, hitting, gestures and invasion of personal space
- Sexual – including unwanted touching and offensive comments
- Verbal – including threats, offensive language, rumour spreading and name calling
- Victimisation – including intimidation and deliberate exclusion
- Online – including offensive language, threats, rumour spreading, name calling, intimidation and deliberate exclusion by e-mail, texting, social networking and other websites, mobile phones and mobile phone cameras

Bullying: aggressive and or inappropriate behaviour that undermines a right to dignity. Behaviour is generally repeated over time and may involve individuals or a group. Genuine and reasonable disciplinary procedures are not bullying.

Bullying includes, but is not limited to, the following forms;

- Physical – constant intrusive surveillance and inappropriate interference with personal belongings
- Verbal – unreasonable demands and deliberately withholding information
- Emotional – direct or indirect emotional abuse and unreasonably undermining performances

Inappropriate behaviour is considered a major offence and is specifically forbidden in ASPA policy. No member of the ASPA community has the right to harass or bully another and no member has to put up with being harassed or bullied. Watching another member of ASPA being harassed or bullied is unacceptable; if you experience or witness inappropriate behaviour you must report it to someone with whom you feel comfortable. **Intention is not required for the conduct to constitute these inappropriate behaviours.**