Safeguarding and Child Protection Policies

2026-27 Season

Message from the Director

At Eugene Ballet Academy we believe that every child deserves to learn, dance, perform, and grow in an environment where they feel safe, respected, supported, and valued.

Dance is an important part of a child's development. It provides opportunities to build confidence, creativity, discipline, friendships, and a sense of belonging. As a dance studio, we recognize the trust placed in us by children, parents, caregivers, and families. We take that responsibility very seriously.

The wellbeing and protection of the children in our care is a shared responsibility. All directors, teachers, staff, volunteers, guest instructors, contractors, and other adults working with or representing **Eugene Ballet Academy** are expected to uphold appropriate professional boundaries and to contribute to a safe and respectful studio environment.

We have **zero tolerance for child abuse, neglect, bullying, harassment, discrimination, exploitation, or any other behaviour that may place a child at risk of harm**. This includes concerns that may arise during dance classes, rehearsals, performances, competitions, backstage activities, studio events, travel, online communication, or any other activity connected with the studio.

We are committed to creating a culture in which children feel comfortable speaking up if something makes them feel unsafe or uncomfortable. We will listen to children, take concerns seriously, respond appropriately, and follow our safeguarding and reporting procedures whenever a concern is identified.

Our safeguarding responsibilities extend beyond the dance floor. We are committed to maintaining appropriate adult-child boundaries, providing safe supervision, respecting children's privacy and dignity, using appropriate physical contact when teaching dance, and ensuring that photography, video, social media, changing areas, transportation, and communication with students are managed responsibly.

We also recognize the important role of parents and caregivers in safeguarding children. We encourage families to raise any concerns with us and to work in partnership with the studio to support the safety and wellbeing of every student.

This Child Safeguarding and Protection Policy Handbook sets out the standards, expectations, procedures, and responsibilities that apply within **Eugene Ballet Academy**. Everyone associated with the studio is expected to read, understand, and follow this policy.

Thank you to our students, families, teachers, and staff for helping us maintain a studio culture where every child can feel safe, respected, included, and empowered.

Sara Lombardi, Academy Director

Safeguarding & Child Protection Policy

Purpose

Eugene Ballet Academy ("EBA") is committed to providing every student with a safe, welcoming, respectful, and nurturing environment in which to learn, grow, and thrive. The Academy believes that every child has the fundamental right to participate in dance education free from abuse, neglect, exploitation, harassment, bullying, discrimination, or any form of misconduct.

The safety and well-being of our students is the Academy's highest priority. All employees, faculty, accompanists, guest artists, volunteers, Board members, contractors, and others acting on behalf of Eugene Ballet share responsibility for creating and maintaining an environment that protects children and promotes their physical, emotional, and psychological well-being.

This Child Protection Policy establishes the Academy's expectations for safeguarding children, outlines standards of professional conduct, and provides procedures for responding to concerns regarding student welfare.

Scope

This policy applies to all Eugene Ballet Academy programs and activities involving students under eighteen (18) years of age, including but not limited to:

- Academy classes
- Rehearsals
- Performances
- Summer intensives
- Outreach and educational programs
- Competitions and festivals
- Auditions
- Community events
- Volunteer activities
- Off-site performances and events
- Digital and electronic communications conducted on behalf of the Academy

This policy applies equally to:

- Employees
- Faculty
- Guest instructors
- Volunteers
- Choreographers
- Accompanists
- Independent contractors
- Board members
- Parents and guardians while participating in Academy-sponsored activities, when applicable.

Guiding Principles

Eugene Ballet Academy is committed to the following principles:

Student Safety First

The physical, emotional, and psychological safety of every student will always take precedence over organizational convenience, reputation, or competitive success.

Respect and Dignity

Every student will be treated with dignity, kindness, patience, fairness, and respect regardless of age, race, ethnicity, religion, national origin, disability, gender, gender identity, sexual orientation, socioeconomic background, or family structure.

Professional Relationships

Healthy learning occurs within clearly defined professional boundaries. Staff and volunteers are expected to maintain appropriate relationships with students at all times.

Transparency

The Academy promotes an open culture in which parents, students, faculty, and volunteers are encouraged to ask questions, raise concerns, and communicate openly without fear of retaliation.

Shared Responsibility

Protecting children is everyone's responsibility. Every adult working with Eugene Ballet Academy is expected to remain attentive to student welfare and to act promptly when concerns arise.

Continuous Improvement

The Academy is committed to regularly reviewing and improving its safeguarding practices in accordance with evolving professional standards and applicable laws.

Organizational Commitment

Eugene Ballet Academy is committed to:

- Providing a learning environment where every child feels safe, respected, and valued.
- Maintaining policies that prioritize child protection in every aspect of Academy operations.
- Promoting a culture of accountability, professionalism, and transparency.
- Recruiting, screening, and supervising employees and volunteers with care.
- Providing ongoing education regarding child protection and professional boundaries.
- Responding promptly and appropriately to concerns regarding student safety.
- Cooperating with appropriate authorities whenever concerns regarding child welfare arise.
- Protecting the privacy and dignity of all individuals involved during the reporting and investigative process.

Definitions

For purposes of this policy, the following definitions apply:

Child

Any student under the age of eighteen (18) years.

Staff

Any employee, faculty member, accompanist, guest instructor, contractor, intern, or individual compensated by Eugene Ballet Academy.

Volunteer

Any individual providing services to Eugene Ballet Academy without compensation, including classroom assistants, backstage volunteers, event volunteers, Board members, or parent volunteers.

Abuse

Any act or failure to act that causes or creates a substantial risk of harm to a child. Abuse may include physical abuse, emotional abuse, sexual abuse, neglect, exploitation, or other conduct prohibited by applicable law.

Neglect

Failure to provide for a child's basic physical, emotional, educational, or medical needs when responsible for that child's care.

Grooming

A pattern of behavior in which an individual deliberately builds trust or emotional dependence with a child or the child's family for the purpose of manipulating, exploiting, or abusing the child. Grooming behaviors may occur in person or through electronic communication.

Professional Boundary

The appropriate limits that preserve the educational relationship between adults and students while protecting the safety and well-being of both.

Reasonable Concern

Information, observations, disclosures, or behaviors that would cause a reasonable person to believe that a child's safety or welfare may be at risk.

Statement of Commitment

Eugene Ballet Academy recognizes that dance instruction involves unique educational relationships requiring trust, encouragement, physical guidance, artistic mentorship, and close collaboration between instructors and students.

The Academy is committed to ensuring that these relationships remain professional, respectful, developmentally appropriate, and focused exclusively on the educational growth and well-being of each student.

The Academy has zero tolerance for abuse, neglect, exploitation, harassment, bullying, retaliation, or any conduct that places a student's safety or well-being at risk.

All concerns regarding student safety will be treated seriously, documented appropriately, and addressed promptly in accordance with this policy and applicable legal requirements.

Policy Administration

The Executive Director and Academy Director are responsible for administering this policy, ensuring appropriate training, maintaining required documentation, and periodically reviewing the policy to reflect evolving best practices and applicable legal requirements.

Questions regarding this policy should be directed to the Academy Director or Executive Director.

PART 2 – ROLES, RESPONSIBILITIES & REPORTING

Roles and Responsibilities

Safeguarding children is a shared responsibility. Every adult associated with Eugene Ballet Academy is expected to actively contribute to creating a safe, respectful, and supportive learning environment.

Executive Director

The Executive Director is responsible for:

- Promoting a culture that prioritizes child safety throughout the organization.

- Ensuring adequate resources are available to implement this policy.
- Supporting the Academy Director in responding to safeguarding concerns.
- Cooperating with law enforcement, child welfare agencies, and legal counsel when appropriate.
- Ensuring the policy is reviewed regularly and updated as needed.

Academy Director

The Academy Director serves as the primary Child Protection Coordinator and is responsible for:

- Implementing and administering this policy.
- Ensuring employees and volunteers receive appropriate safeguarding training.
- Maintaining confidential records related to child protection concerns.
- Receiving and documenting reports of suspected misconduct or abuse.
- Coordinating appropriate internal responses while respecting legal reporting requirements.
- Maintaining communication with parents or guardians when appropriate and consistent with student safety.
- Working collaboratively with outside agencies when necessary.
- Monitoring compliance with this policy.

If an allegation involves the Academy Director, reports should be made directly to the Executive Director or Board Chair.

Employees, Faculty, Guest Artists, Contractors, and Volunteers

Every adult working with Eugene Ballet Academy has a responsibility to:

- Help create a safe and respectful environment for every student.
- Maintain professional boundaries at all times.
- Remain attentive to changes in student behavior or well-being.
- Take all disclosures and concerns seriously.

- Report concerns promptly in accordance with this policy.
- Cooperate fully with any investigation or review.
- Participate in required safeguarding training.

No employee or volunteer may ignore, dismiss, or attempt to independently investigate allegations of abuse.

Duty to Report Concerns

Every concern regarding the safety or welfare of a child deserves careful attention.

Individuals are **not expected to determine whether abuse has occurred.** Their responsibility is to recognize concerns, document relevant observations, and report those concerns through the appropriate channels.

Concerns may arise from:

- Direct disclosure by a student
- Observable injuries
- Significant behavioral changes
- Concerning interactions between adults and students
- Reports from another student, parent, or employee
- Inappropriate electronic communications
- Boundary violations
- Suspicion of grooming behaviors
- Neglect of a student's basic needs while participating in Academy activities

When in doubt, employees and volunteers are encouraged to report concerns rather than attempt to evaluate their validity.

Mandatory Reporting

Eugene Ballet Academy expects all employees and volunteers to act promptly whenever they have a reasonable concern regarding the safety or welfare of a child.

Certain individuals may have legal reporting obligations under Oregon law based upon their professional role or licensure. Employees and volunteers are responsible for understanding and complying with any applicable legal reporting requirements.

Internal reporting to Eugene Ballet Academy does not replace any legal obligation to report suspected child abuse or neglect to the appropriate governmental authorities.

The Academy will support employees and volunteers who, in good faith, report concerns regarding child safety.

No employee or volunteer shall experience retaliation for making a good-faith report.

Reporting Procedures

Whenever a concern arises regarding the safety or welfare of a student, the following steps should be taken.

Immediate Danger

If a child appears to be in immediate danger or requires emergency medical assistance:

- Contact emergency services immediately.
- Ensure the student's immediate safety.
- Notify the Academy Director as soon as practical.

Non-Emergency Concerns

When immediate danger is not present:

1. Remain calm.
2. Listen carefully if a student chooses to speak.
3. Avoid asking leading or investigative questions.
4. Reassure the student that they did the right thing by speaking.
5. Do not promise confidentiality that cannot be maintained.
6. Record factual observations as soon as possible.
7. Report the concern promptly to the Academy Director.

Responding to Student Disclosures

Students may disclose concerns in unexpected ways.

When responding:

DO

- Stay calm.
- Listen carefully.
- Believe the child.
- Thank them for sharing.
- Let them speak in their own words.
- Reassure them they are not in trouble.
- Explain that you must share the information with people who can help.
- Record the disclosure accurately.

DO NOT

- Express shock or disbelief.
- Promise secrecy.
- Ask "why" questions.
- Suggest answers.
- Attempt to investigate.
- Contact the alleged offender.
- Discuss the disclosure with unnecessary individuals.

The role of Academy personnel is to support the student—not to investigate allegations.

Documentation

Accurate documentation is essential.

Reports should include:

- Date and time

- Names of individuals involved
- Objective observations
- Exact words used by the student whenever possible
- Description of visible injuries, if any
- Actions taken
- Persons notified

Documentation should remain factual and avoid speculation, assumptions, or personal opinions.

All reports shall be maintained in a secure and confidential manner.

Confidentiality

Information regarding child protection concerns shall be shared only with individuals who have a legitimate need to know.

Confidentiality protects:

- the student,
- the reporting individual,
- the accused individual,
- and the integrity of any investigation.

Employees and volunteers shall not discuss allegations with coworkers, parents, students, or members of the public except as authorized by Academy leadership or required by law.

Responding to Allegations Involving Employees or Volunteers

Any allegation involving an employee, volunteer, contractor, guest instructor, or Board member shall be treated seriously.

The Academy will:

- Prioritize the immediate safety of students.
- Respond promptly and objectively.

- Respect the rights of all individuals involved.
- Cooperate with law enforcement and child welfare authorities when appropriate.
- Maintain confidentiality throughout the process.
- Take interim protective measures when necessary.

Administrative actions may include temporary reassignment, removal from duties involving minors, or administrative leave while concerns are being reviewed.

Such measures are administrative in nature and do not imply wrongdoing.

False or Malicious Allegations

The Academy recognizes that intentionally false allegations are rare but can occur.

All reports will be treated seriously and reviewed objectively based upon available information.

Knowingly making false accusations or intentionally providing misleading information may result in disciplinary action.

However, **no employee, volunteer, parent, or student will face discipline for making a report in good faith, even if the concern is ultimately unsubstantiated.**

Protection from Retaliation

Eugene Ballet Academy strictly prohibits retaliation against any individual who:

- reports a concern in good faith,
- participates in an investigation,
- provides information,
- or assists in protecting a student.

Retaliation includes intimidation, harassment, discrimination, threats, or adverse treatment of any kind and may result in disciplinary action.

Cooperation with Authorities

The Academy will fully cooperate with child welfare agencies, law enforcement, licensing authorities, and other governmental agencies responsible for protecting children.

The Academy recognizes that external authorities—not Academy personnel—are responsible for determining whether abuse has occurred.

Accordingly, Academy personnel shall not conduct independent investigations that could interfere with official proceedings.

Annual Review

All employees and volunteers shall review this policy upon hire or appointment and periodically thereafter.

Questions regarding reporting responsibilities should be directed to the Academy Director before concerns arise whenever possible.

PART 3 – SAFE WORKING PRACTICES & PROFESSIONAL BOUNDARIES

Safe Working Practices

Eugene Ballet Academy is committed to maintaining a learning environment in which every student feels safe, respected, supported, and valued. Safe working practices protect not only students but also faculty, staff, volunteers, and the integrity of the Academy.

All adults working on behalf of Eugene Ballet Academy are expected to conduct themselves in a manner that reflects professionalism, good judgment, and the highest ethical standards.

Whenever possible, interactions with students should be transparent, observable by others, and focused solely on the student's educational development and well-being.

Staff Code of Conduct

Employees, faculty, guest instructors, contractors, accompanists, volunteers, and Board members who work with students are expected to:

- Treat every student with dignity, kindness, patience, and respect.
- Model professionalism, integrity, and appropriate behavior.
- Maintain healthy professional boundaries.
- Foster an inclusive and supportive learning environment.
- Use age-appropriate language and behavior.
- Encourage students through positive instruction and constructive feedback.
- Respect the privacy and confidentiality of students and families.
- Report concerns regarding student safety promptly.
- Follow all Academy policies regarding child protection.

Staff members are expected to serve as positive role models both within Academy programs and while representing Eugene Ballet in the community.

Professional Boundaries

Professional boundaries are essential to maintaining trust between instructors, students, and families.

Adults working with students shall:

- Maintain relationships that are educational and professional in nature.
- Avoid favoritism or the appearance of favoritism.
- Treat students consistently and fairly.
- Exercise sound judgment in all interactions.
- Respect each student's personal space, emotional well-being, and individual comfort level.
- Recognize the inherent power imbalance between adults and minors.

Employees and volunteers should be mindful that seemingly harmless actions, when viewed collectively, may create confusion regarding appropriate boundaries.

Prohibited Conduct

The following behaviors are strictly prohibited:

- Any form of physical, emotional, or sexual abuse.
- Grooming behaviors or attempts to develop inappropriate personal relationships.
- Bullying, intimidation, humiliation, or harassment.
- Corporal punishment or physical discipline.
- Yelling, shaming, ridicule, or degrading comments.
- Discrimination based upon race, religion, ethnicity, disability, sex, gender identity, sexual orientation, or other protected characteristics.
- Inappropriate jokes, comments, gestures, or language.
- Sharing sexually explicit, violent, or otherwise inappropriate materials.
- Being under the influence of alcohol or illegal drugs while supervising students.
- Using Academy authority for personal benefit.
- Retaliation against any student or individual who raises a concern.

Violations of this policy may result in disciplinary action up to and including termination of employment or volunteer service.

Appropriate Physical Contact in Dance Instruction

Dance education is unique among performing arts disciplines because instructors frequently use physical guidance to teach proper alignment, body placement, coordination, artistry, injury prevention, and safe technical execution.

Eugene Ballet Academy recognizes that appropriate physical contact is often an important and necessary component of quality dance instruction. At the same time, the Academy recognizes its responsibility to ensure that all physical contact is respectful, educationally appropriate, and conducted in a manner that protects both students and instructors.

Whenever physical correction or guidance is appropriate, instructors shall:

- Have a clear educational purpose.
- Use the least amount of contact necessary.
- Explain the purpose of the correction whenever practical.

- Obtain the student's verbal or implied consent before initiating contact whenever appropriate for the student's age and understanding.
- Respect a student's verbal or nonverbal indication of discomfort.
- Immediately discontinue contact if a student expresses discomfort or requests an alternative method of instruction.
- Maintain awareness of cultural, developmental, and personal differences that may affect a student's comfort level.

Whenever possible, instructors should first demonstrate corrections visually or verbally before using physical guidance.

Guidelines for Physical Corrections

Appropriate physical contact may include:

- Adjusting posture or alignment.
- Demonstrating proper arm or hand placement.
- Correcting turnout or foot placement.
- Assisting with balance.
- Supporting students during partnering instruction.
- Assisting students in safely learning choreography.

Physical contact should always be:

- Brief.
- Respectful.
- Professional.
- Age appropriate.
- Educationally necessary.

Physical contact shall never be punitive, controlling, or intimidating.

Physical Contact That Is Never Appropriate

The following are prohibited:

- Contact intended as punishment.
- Contact motivated by anger or frustration.
- Tickling, wrestling, horseplay, or roughhousing.
- Massaging students except in documented emergency first-aid situations.
- Unnecessary contact involving areas normally covered by dancewear.
- Any contact that could reasonably be interpreted as sexual in nature.
- Continuing physical contact after a student has expressed discomfort.

Any student or staff member who feels uncomfortable about physical contact is encouraged to report concerns without fear of retaliation.

One-on-One Instruction

Individual coaching and private lessons are valuable components of dance education. However, they should occur in ways that maximize transparency and student safety.

Whenever practical:

- Instruction should occur in studios with windows or visibility from public areas.
- Doors should remain unlocked during instruction.
- Another employee should be present elsewhere in the facility.
- Parents are welcome to observe lessons unless doing so would interfere with instruction.
- Lessons should occur during normal Academy operating hours whenever possible.

Employees should avoid situations in which they are isolated with a student in private or nonobservable locations.

Meetings with Students

Private meetings should:

- Have a legitimate educational purpose.

- Take place in observable locations whenever possible.
- Be of reasonable duration.
- Occur during Academy hours.
- Be documented when sensitive matters are discussed.

Whenever possible, parents should be informed if extended meetings are necessary.

Transportation of Students

Transportation presents unique safeguarding considerations.

Whenever possible, parents or guardians are responsible for transporting students to and from Academy activities.

Employees and volunteers should avoid transporting individual students in personal vehicles unless:

- prior parent or guardian permission has been obtained,
- transportation is authorized by Academy leadership,
- no reasonable alternative exists,
- and the transportation serves a legitimate Academy purpose.

Whenever transportation by an employee is necessary, every effort should be made to avoid one-on-one transportation.

Emergency situations may require exceptions. Such exceptions should be documented and reported to Academy leadership.

Changing Areas and Restrooms

The Academy recognizes the importance of privacy and dignity in dressing areas.

Employees and volunteers shall:

- Respect student privacy.
- Knock before entering changing areas whenever practical.
- Enter only when necessary for supervision, safety, or emergency purposes.
- Avoid remaining in changing areas longer than necessary.

Whenever possible:

- Students should use age-appropriate changing facilities.
- Adults should use separate restroom and changing facilities from students.

Photography or video recording is strictly prohibited inside restrooms or changing areas.

Overnight Programs and Travel

If the Academy sponsors overnight travel, additional safeguarding procedures shall be implemented, including:

- Appropriate adult-to-student supervision ratios.
- Separate sleeping accommodations for adults and students.
- Parent communication before travel.
- Emergency contact procedures.
- Behavioral expectations for students and chaperones.

Separate travel procedures may be established for overnight activities.

Gifts and Special Treatment

Employees and volunteers should avoid giving individual gifts to students that could create the appearance of favoritism or an inappropriate personal relationship.

Modest recognition items presented equally to groups of students, such as recital flowers, certificates, or holiday treats, are generally appropriate.

Personal gifts of significant value should not be exchanged between staff and students without prior approval from Academy leadership.

Student Discipline

Discipline should always be educational, respectful, and age appropriate.

Acceptable discipline includes:

- Verbal reminders.
- Redirection.
- Temporary removal from an activity when necessary for safety.
- Conversations with parents or guardians.
- Progressive behavioral interventions.

Discipline shall never include:

- Physical punishment.
- Humiliation.
- Public embarrassment.
- Verbal abuse.
- Threats.
- Withholding food, water, restroom access, or necessary medical care.
- Forcing excessive physical exercise as punishment.

Professional Appearance and Conduct

Employees are expected to present themselves in a manner consistent with their professional role as educators and mentors.

Professional conduct includes:

- Appropriate attire.
- Respectful communication.
- Maintaining composure during stressful situations.
- Demonstrating fairness and consistency.
- Modeling healthy interpersonal relationships.

Students often look to instructors as role models. Staff should conduct themselves accordingly.

Creating a Culture of Safety

A strong safeguarding culture is built through everyday actions.

Faculty and staff are encouraged to:

- Welcome parent involvement.
- Encourage students to ask questions.
- Address concerns respectfully and promptly.

- Reinforce appropriate boundaries.
- Support colleagues in maintaining professional standards.
- Speak up whenever something appears inconsistent with Academy values.

Protecting children is most effective when safeguarding becomes an integral part of the Academy's daily culture rather than simply a written policy.

PART 4 – COMMUNICATION, DIGITAL SAFETY & MEDIA

Purpose

Eugene Ballet Academy recognizes that electronic communication, social media, photography, and digital technology are valuable tools for education, communication, and community engagement. At the same time, these tools present unique safeguarding responsibilities.

The Academy is committed to ensuring that all communication with students remains professional, transparent, age-appropriate, and supportive of the Academy's educational mission.

Guiding Principles

All electronic communication involving students should be:

- Professional
- Transparent
- Educational or operational in purpose
- Respectful
- Age appropriate
- Consistent with Academy values
- Accessible to parents or guardians whenever appropriate

Employees and volunteers should always assume that electronic communications may become public and should communicate accordingly.

Communication with Students

Communication with students should occur through Academy-approved methods whenever possible.

Examples include:

- Academy email
- Parent email
- Academy-approved messaging platforms
- Studio management software
- Group text messages that include parents or guardians when appropriate
- Official Academy social media platforms

Whenever practical, communication regarding scheduling, rehearsals, performances, attendance, costumes, or Academy activities should be directed to parents or guardians rather than directly to minor students.

Individual Communication

One-on-one electronic communication with minor students should be limited to legitimate educational or operational purposes.

Whenever possible:

- Parents or guardians should be included in electronic communications.
- Conversations should remain focused on Academy business.
- Communications should occur during reasonable daytime or evening hours.
- Communication should be documented through Academy platforms whenever practical.

Employees should avoid unnecessary private conversations with students through personal devices.

Prohibited Electronic Communication

Employees, volunteers, and contractors shall not:

- Send messages that are personal rather than educational.
- Engage in flirtatious, romantic, or sexually suggestive communication.
- Request or send inappropriate photographs.

- Communicate through disappearing-message applications for Academy business.
- Encourage students to keep electronic communications secret.
- Use private communication to develop relationships outside the educational setting.
- Send messages while impaired by alcohol or drugs.
- Share confidential student information through unsecured methods.

Social Media

Social media can strengthen community while also creating risks related to privacy, professional boundaries, and student safety.

Employees and volunteers are expected to maintain professional boundaries on all social media platforms.

Personal Social Media Accounts

Employees should carefully consider whether connecting with minor students through personal social media accounts is appropriate.

Whenever possible, employees should refrain from:

- Sending personal friend requests to current minor students.
- Accepting friend requests from current minor students on personal accounts.
- Engaging in private messaging unrelated to Academy activities.
- Commenting on students' personal social media in ways that blur professional boundaries.

These expectations do not prohibit communication with former adult students or family friends outside the Academy context but encourage thoughtful consideration of professional responsibilities.

Official Academy Social Media

Official Eugene Ballet Academy social media accounts may be used to:

- Celebrate student achievements.
- Promote performances.
- Share educational information.
- Announce events.
- Highlight Academy activities.
- Strengthen community engagement.

Posts should always reflect the Academy's commitment to professionalism, inclusion, and student dignity.

Photography and Video

Photography and video are important components of dance education, performances, marketing, and historical documentation.

The Academy is committed to using images of students responsibly and respectfully.

Parent Consent

Photographs or videos of students may be used for educational, promotional, archival, or marketing purposes only in accordance with the media authorization provided by a parent or legal guardian.

Parents or guardians may decline or limit media authorization through Academy registration materials.

The Academy will make reasonable efforts to honor these preferences.

Appropriate Photography

Photography and video should:

- Respect student dignity.
- Reflect the educational mission of the Academy.
- Avoid unnecessary focus on individual body parts.
- Be appropriate for public viewing.

- Be taken only in appropriate settings.

Photography should never compromise student privacy.

Prohibited Photography

Photography or video recording is strictly prohibited:

- Inside restrooms.
- Inside changing areas.
- During costume changes.
- In any setting where students have a reasonable expectation of privacy.

Students are also expected to respect the privacy of fellow students and may not photograph or record others in these locations.

Media Requests

Requests from newspapers, television stations, documentary filmmakers, or other media organizations shall be coordinated through Academy leadership.

Parents will be informed when appropriate.

Students shall never be pressured to participate in interviews or media opportunities.

Live Streaming and Performances

The Academy recognizes that performances are frequently photographed or recorded by families.

When livestreaming or recording Academy events:

- Student privacy should be respected.
- Recording should comply with Academy policies.
- Copyright and licensing requirements shall be observed.
- Distribution should remain appropriate and respectful.

The Academy reserves the right to restrict photography or recording at certain events.

Student Use of Electronic Devices

Students are expected to use personal electronic devices responsibly while participating in Academy activities.

Electronic devices should:

- Be silenced during class unless otherwise authorized.
- Not interfere with instruction.
- Never be used to photograph or record others without permission.
- Be used respectfully.

Academy leadership may establish additional classroom expectations regarding electronic devices.

Cyberbullying

Cyberbullying is inconsistent with the Academy's mission and values.

Cyberbullying may include:

- Harassing messages.
- Threats.
- Humiliating comments.
- Distribution of embarrassing photographs.
- Impersonation.
- Exclusion through online platforms.
- Repeated online intimidation.

The Academy encourages students and families to report concerns regarding cyberbullying that affect Academy programs or student well-being.

While the Academy cannot regulate all private online conduct, it may respond when off-campus behavior substantially disrupts Academy activities or impacts student safety.

Artificial Intelligence and Digital Content

As emerging technologies continue to evolve, the Academy expects all members of its community to use digital tools responsibly.

Creating, sharing, or distributing manipulated images, videos, recordings, or other digital content that embarrasses, exploits, harasses, or misrepresents students, faculty, or volunteers is prohibited.

This includes the creation or distribution of altered media intended to ridicule, intimidate, or impersonate another individual.

Parent Communication

Parents and guardians are essential partners in student safety.

The Academy is committed to maintaining open, respectful, and timely communication with families.

Parents are encouraged to:

- Ask questions.
- Share concerns.
- Update emergency contact information.
- Inform the Academy of changes affecting student health or safety.
- Review Academy communications regularly.
- Discuss safeguarding expectations with their children.

The Academy welcomes parent engagement and recognizes that transparent communication strengthens student safety.

Communication During Emergencies

In the event of an emergency affecting Academy operations or student safety, communication with families will occur as promptly as circumstances allow.

Official Academy communication channels may include:

- Email
- Telephone

- Text notification systems
- Academy website
- Official social media accounts

Families are encouraged to keep their contact information current to ensure timely communication.

Confidentiality and Privacy

Employees and volunteers shall protect confidential student information when communicating electronically.

Confidential information should not be:

- Posted publicly.
- Shared through unsecured platforms.
- Discussed in online forums.
- Released without appropriate authorization.

Respecting student privacy is an essential component of child protection.

Building a Positive Digital Community

Eugene Ballet Academy strives to cultivate a digital environment that reflects the same respect, kindness, professionalism, and artistic excellence expected within its studios.

Every member of the Academy community shares responsibility for promoting positive communication, respectful online behavior, and the dignity of every student.

Technology should strengthen relationships—not compromise student safety or professional boundaries.

PART 5 – STUDENT WELFARE, HEALTH & SAFETY

Commitment to Student Well-Being

Eugene Ballet Academy believes that students thrive when they feel physically safe, emotionally supported, respected, and encouraged. Every child deserves an environment where they can develop confidence, resilience, discipline, and a lifelong appreciation for the arts.

The Academy is committed to fostering a culture that promotes not only artistic excellence but also the overall health and well-being of every student.

Student welfare extends beyond physical safety and includes emotional, social, and psychological well-being.

Health and Safety

The Academy is committed to maintaining facilities, programs, and procedures that promote a safe learning environment for all students, faculty, volunteers, and visitors.

Reasonable efforts will be made to:

- Maintain safe classrooms and studios.
- Regularly inspect equipment and facilities.
- Reduce foreseeable hazards.
- Prepare for emergencies.
- Promote safe dance practices that reduce the risk of injury.
- Maintain appropriate emergency response procedures.

Safety is a shared responsibility among staff, students, parents, and volunteers.

Student Medical Information

Parents and guardians are responsible for providing accurate and current information regarding:

- Emergency contacts
- Medical conditions
- Allergies
- Medications

- Physical limitations
- Authorized individuals for student pick-up

Parents should promptly notify the Academy whenever this information changes.

Accurate information enables the Academy to respond appropriately during emergencies.

Emergency Medical Response

When a student becomes ill or is injured while participating in Academy activities, staff will take appropriate action based upon the circumstances.

This may include:

- Providing basic first aid within the scope of staff training.
- Contacting the student's parent or guardian.
- Contacting emergency medical services when necessary.
- Completing an incident report.

Whenever emergency medical services are required, Academy personnel will make reasonable efforts to notify a parent or guardian as soon as possible.

Illness

To protect the health of all students, parents are asked to keep students home when they exhibit symptoms of contagious illness, including but not limited to:

- Fever
- Vomiting
- Diarrhea
- Persistent coughing
- Contagious skin conditions
- Other symptoms that could place others at risk

Students who become ill during Academy activities may be asked to wait in a supervised area until picked up by a parent or guardian.

Dance Injuries

Dance is a physically demanding activity requiring strength, flexibility, coordination, and endurance.

The Academy encourages students to:

- Report injuries promptly.
- Follow medical recommendations.
- Avoid dancing through significant pain or injury.
- Return to activity gradually after illness or injury.

Faculty should never pressure students to continue dancing when doing so may compromise their health or safety.

When appropriate, the Academy may request medical clearance before a student resumes full participation following a significant injury.

Emotional Well-Being

The Academy recognizes that artistic training can be physically and emotionally challenging.

Faculty and staff are expected to foster an environment that:

- Encourages healthy self-confidence.
- Promotes resilience.
- Values effort and growth.
- Supports healthy goal-setting.
- Encourages respectful communication.
- Recognizes that every student develops at an individual pace.

Instruction should inspire students while preserving their dignity and emotional well-being.

Positive Teaching Practices

Faculty are encouraged to:

- Offer constructive feedback.
- Celebrate effort and improvement.
- Provide corrections respectfully.
- Encourage perseverance.
- Recognize individual learning styles.
- Promote healthy attitudes toward mistakes and learning.

High standards and artistic excellence can be achieved without intimidation, humiliation, or fear.

Body Image and Healthy Development

Dance education places unique attention on movement and physical development.

Faculty should approach conversations regarding physical technique, strength, flexibility, conditioning, and nutrition with professionalism, sensitivity, and respect.

Employees shall avoid comments that shame, ridicule, or negatively compare a student's body or appearance.

Instruction should focus on:

- Healthy technique
- Strength
- Alignment
- Injury prevention
- Functional movement
- Overall wellness

The Academy encourages healthy habits rather than unrealistic physical expectations.

Inclusion and Belonging

Eugene Ballet Academy welcomes students from diverse backgrounds and is committed to creating an environment where every student feels valued and respected.

The Academy strives to foster a culture that:

- Welcomes diversity.
- Promotes mutual respect.
- Encourages kindness.
- Celebrates individual strengths.
- Supports equitable access to learning opportunities.

Discrimination, exclusion, or harassment based upon protected characteristics is inconsistent with Academy values.

Bullying Prevention

Bullying in any form is incompatible with the Academy's mission.

Bullying may be:

- Physical
- Verbal
- Social
- Relational
- Electronic (cyberbullying)

Examples include:

- Repeated teasing
- Intimidation
- Social exclusion
- Rumor spreading
- Threats
- Public humiliation
- Damage to personal property

- Online harassment

Bullying can occur between students or involve inappropriate conduct by adults.

Responding to Bullying

Reports of bullying will be taken seriously.

The Academy will:

- Listen carefully to all individuals involved.
- Document concerns.
- Take reasonable steps to protect students.
- Address inappropriate behavior promptly.
- Communicate with parents when appropriate.
- Monitor ongoing situations.
- Encourage restoration of respectful relationships whenever possible.

The Academy recognizes that effective responses should be educational as well as corrective.

Hazing

Hazing, initiation activities, or traditions that humiliate, embarrass, intimidate, or place students at physical or emotional risk are strictly prohibited.

Participation in performances, productions, or leadership opportunities shall never depend upon participation in hazing activities.

Harassment

Harassment of any student, employee, volunteer, or family member is prohibited.

Harassment may include:

- Offensive comments
- Derogatory language

- Threats
- Sexual harassment
- Repeated unwanted attention
- Intimidation
- Hostile conduct

The Academy is committed to responding promptly and fairly to concerns regarding harassment.

Student Conflict

Not every disagreement constitutes bullying.

Faculty should assist students in developing healthy conflict resolution skills by encouraging:

- Respectful communication
- Active listening
- Empathy
- Accountability
- Problem-solving
- Appropriate adult support when needed

Teaching conflict resolution is part of building a healthy Academy community.

Student Supervision

Students participating in Academy activities should be appropriately supervised based upon:

- Age
- Maturity
- Activity
- Location

- Nature of the event

Staff should remain attentive during classes, rehearsals, performances, and Academy-sponsored activities.

Students should not be left unsupervised for extended periods during organized Academy programs.

Student Arrival and Dismissal

Parents or guardians remain responsible for students until Academy supervision begins and after scheduled activities conclude.

The Academy encourages parents to:

- Arrive promptly for student pick-up.
- Inform the Academy when another authorized adult will pick up a student.
- Ensure younger students are safely escorted when appropriate.

Academy staff should follow established procedures when a parent or guardian is unexpectedly delayed.

Incident and Accident Reporting

Accurate documentation helps protect students, families, and the Academy while supporting continuous improvement.

An incident report should be completed whenever:

- A student is injured.
- Medical attention is provided.
- Emergency services are contacted.
- A significant behavioral incident occurs.
- Property damage occurs during Academy activities.
- A safeguarding concern arises.
- An unusual event affects student welfare.

Reports should include factual observations only and should be completed as soon as practical following the incident.

Record Retention

Incident reports and safeguarding documentation shall be maintained securely in accordance with Academy record retention practices and applicable legal requirements.

Access to these records shall be limited to individuals with legitimate professional responsibilities.

Continuous Improvement

The Academy encourages students, families, faculty, and volunteers to communicate concerns regarding student safety or well-being.

Suggestions for improving Academy practices are welcomed and may be incorporated into future policy reviews.

Creating a safe learning environment requires ongoing collaboration among staff, families, and students.

Building a Culture of Care

Beyond policies and procedures, Eugene Ballet Academy seeks to cultivate a culture in which every student feels seen, heard, encouraged, and respected.

Faculty, staff, volunteers, parents, and students each contribute to a learning environment characterized by:

- Respect
- Kindness
- Accountability
- Inclusion
- Professionalism
- Artistic excellence
- Compassion

When students feel safe, supported, and valued, they are better able to develop as artists, learners, and individuals.

PART 6 – RECRUITMENT, SCREENING, TRAINING & POLICY ADMINISTRATION

Commitment to Safe Recruitment

Eugene Ballet Academy recognizes that safeguarding begins with thoughtful hiring and volunteer selection practices. The Academy is committed to recruiting individuals who demonstrate professionalism, integrity, sound judgment, and a genuine commitment to the safety and well-being of children.

Employment and volunteer decisions will be based upon qualifications, experience, references, and successful completion of required screening procedures.

No screening process can completely eliminate risk; therefore, ongoing supervision, training, and accountability remain essential components of the Academy's safeguarding program.

Equal Opportunity

The Academy is committed to providing equal employment and volunteer opportunities in accordance with applicable federal and state laws.

Employment and volunteer decisions will be made without unlawful discrimination while maintaining the Academy's responsibility to protect the safety and welfare of students.

Recruitment Practices

Individuals applying for positions involving contact with minors may be asked to provide:

- A completed employment or volunteer application
- Relevant work or volunteer history
- Professional or personal references
- Verification of qualifications or certifications, when applicable
- Government-issued photo identification
- Authorization to complete required background screening

The Academy may conduct interviews designed to evaluate an applicant's experience working with children, professional judgment, communication skills, and understanding of appropriate boundaries.

Background Screening

Individuals whose responsibilities include regular or direct interaction with students may be required to successfully complete a criminal background screening before beginning service.

Background screening requirements may vary depending upon the individual's role, responsibilities, and applicable legal requirements.

The Academy reserves the right to determine whether information revealed through the screening process is compatible with service in positions involving children.

Background screening records shall be maintained securely and treated as confidential personnel information.

Recurring Background Checks

To promote ongoing student safety, the Academy may require periodic renewal of background screenings for employees and volunteers who continue to work with minors.

Individuals are expected to cooperate with all renewal requirements established by the Academy.

Self-Reporting Requirement

Employees and volunteers are expected to promptly notify the Executive Director or Academy Director if they:

- Are arrested for or charged with an offense that may affect their ability to work safely with children;
- Become the subject of a child welfare or licensing investigation;
- Become aware of circumstances that could reasonably affect their suitability to work with minors.

The Academy will evaluate such information on an individual basis while respecting applicable employment laws and confidentiality requirements.

Reference Verification

When appropriate, the Academy may contact professional or volunteer references to verify an applicant's:

- Experience
- Reliability
- Professional conduct
- Suitability for working with children

The Academy may decline to hire or appoint applicants when sufficient information regarding suitability cannot be obtained.

Orientation

Before working independently with students, employees and volunteers shall receive an orientation appropriate to their role.

Orientation may include:

- Review of this Child Protection Policy
- Professional boundaries
- Appropriate physical contact
- Reporting procedures
- Emergency response procedures
- Academy expectations regarding conduct
- Communication protocols
- Confidentiality requirements

Individuals are expected to ask questions whenever expectations are unclear.

Ongoing Training

Child safeguarding is an ongoing responsibility.

Employees and volunteers working with minors should participate in periodic training addressing topics such as:

- Child protection principles
- Professional boundaries
- Recognizing signs of abuse or neglect
- Grooming behaviors
- Mandatory reporting responsibilities
- Appropriate physical contact
- Digital safety
- Bullying prevention
- Emergency procedures
- Trauma-informed communication

- Inclusive teaching practices

Training may be provided upon hire and periodically thereafter.

Supervision and Performance

Academy leadership will provide appropriate supervision of employees and volunteers through methods such as:

- Classroom observations
- Performance evaluations
- Mentoring
- Continuing education
- Feedback from students and families
- Ongoing communication

Supervision helps reinforce professional standards while supporting employee development.

Volunteers

Volunteers play an important role in supporting the Academy's educational mission.

Volunteers are expected to:

- Follow all Academy policies.
- Maintain professional boundaries.
- Work within assigned responsibilities.
- Report concerns promptly.
- Respect student confidentiality.
- Complete required screening and training.

Volunteers should not assume responsibilities outside their assigned role without authorization.

Visitors and Guest Artists

Guest instructors, accompanists, photographers, production personnel, vendors, and other visitors who interact with students are expected to comply with applicable Academy safeguarding expectations.

When appropriate, visitors may be:

- Escorted by Academy personnel;
- Limited to designated areas;
- Required to sign in upon arrival;
- Informed of Academy expectations regarding student interactions.

Guest artists and instructors serving in instructional roles should receive appropriate orientation regarding Academy safeguarding expectations.

Policy Violations

Failure to comply with this Child Protection Policy may result in corrective action appropriate to the circumstances.

Depending upon the nature and severity of the violation, corrective action may include:

- Coaching or additional training;
- Verbal or written warning;
- Increased supervision;
- Suspension of volunteer or employment responsibilities;
- Removal from activities involving minors;
- Termination of employment or volunteer service;
- Referral to appropriate governmental authorities when required.

Nothing in this policy limits the Academy's authority to take immediate action when necessary to protect student safety.

Good Faith Reporting

The Academy encourages employees, volunteers, students, and families to raise concerns whenever they believe student safety or well-being may be at risk.

Individuals who make reports honestly and in good faith will be supported by the Academy.

Retaliation against individuals who report concerns or participate in investigations is strictly prohibited.

Policy Distribution

This policy shall be made available to:

- Employees
- Faculty
- Volunteers
- Board members
- Guest instructors, when appropriate
- Parents and guardians upon request or through Academy publications

The Academy encourages every member of its community to become familiar with the principles outlined in this policy.

Policy Review

The Executive Director and Academy Director shall periodically review this policy to ensure it continues to reflect:

- Current safeguarding best practices;
- Changes in applicable laws or regulations;
- Operational needs of the Academy;
- Feedback from staff, families, and Board leadership.

The Board of Directors may approve revisions as needed to strengthen student safety and organizational effectiveness.

Acknowledgement

Employees and volunteers whose responsibilities involve working with students may be asked to acknowledge in writing that they:

- Have received the Child Protection Policy;
- Have read and understand its contents;
- Agree to comply with its expectations;
- Understand their responsibility to protect the safety and well-being of students.

The Academy may maintain signed acknowledgements as part of personnel or volunteer records.

Commitment to Continuous Improvement

Child protection is an ongoing process rather than a single policy or training program.

Eugene Ballet Academy is committed to continually strengthening its safeguarding practices by:

- Reviewing policies regularly;
- Learning from experience;
- Encouraging open communication;
- Listening to students and families;
- Supporting faculty and volunteers;
- Adapting to evolving best practices in youth protection and dance education.

The Academy believes that a culture of vigilance, respect, and compassion provides the strongest foundation for protecting children.