



Code of Conduct for Teachers, Staff and Volunteers

We are fully committed to safeguarding and promoting the well-being of all students, members and staff associated with us. To ensure the effective running of our business and to protect all individuals connected with us, it is important that the following Code of Conduct is read, respected and adhered to at all times.

Fundamental Principals

- Follow all guidelines laid down by Step In Time School of Performing Arts
- Always work within the boundaries of your qualification.
- Display consistently high standards of behaviour, language and appearance.
- Dress appropriately for sessions
- Ensure good punctuality.
- Always remain upbeat and positive while teaching!

Integrity

- Uphold and enhance the good standard and reputation of the profession.
- Work in a collaborative and co-operative manner with other dance professionals and organisations.
- Not attempt to influence or intimidate any examiner at any examination or a judge at a competition.
- You must never be under the influence of alcohol while students are in your care. (Step In Time will not condone the use of illegal substances)

Objectivity

- Treat every student as an individual and set realistic goals and targets that are obtainable; unrealistic goal setting can have damaging effects on a student.
- Always promote the positive aspects of the sport – dancing should be fun for all, so provide plenty of encouragement and create a positive and enjoyable experience for all.
- Ensure lessons are planned to be challenging, inclusion, creative and encouraging.
 - Encourage participants to value their performances and progressions.
 - Encourage students to accept responsibility for their own performance and behaviour.

Competency

- Undertake continuing professional development to ensure knowledge and practice remains current as required by his or her individual awarding body(ies) and/or employers.

Due Skill and Diligence

- Do not exert undue pressure on performers to obtain personal benefit or reward
- Never punish or demean a child for losing or making mistakes, it is through mistakes that performers learn and develop as students.

Courtesy and Consideration

- Develop an appropriate working relationship with students, based on mutual trust and respect.
- Never abuse your authority or power as a teacher.

Data Protection / Confidentiality

- Be aware of and abide by current data protection legislation.
- Make sure that confidential information is not divulged, unless with the express approval of the individual concerned.

Statutory Requirements

- You must comply with all statutory requirements affecting health and safety at work.
- You must ensure you have valid insurance cover and a valid DBS Certificate (previously CRB).
- Ensure you are in accordance with the law with regard to copyright, recording, public performance and other matters concerning printed matter and recorded music related to your work.

Health and Safety

- Always consider the well-being and safety of students before the development of performance.
- Always report any incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the Safeguarding and Protecting Children Policy.
- Ensure all activities are appropriate to the age, ability and experience of the students.

Breaching the Code of Conduct will lead to disciplinary action and, in extreme cases, will result in loss of employment.



Code of Conduct – Parents/Carers

We are fully committed to safeguarding and promoting the well-being of all students, members and staff associated with us. To ensure the effective running of our business and to protect all individuals connected with us, it is important that the following Code of Conduct is read, respected and adhered to at all times:

Fundamental Principals

- Encourage your child to learn the rules and perform within them.
- Always ensure that your child is dressed appropriately/wears the uniform (with hair in a bun) and make sure that they have something to drink.
- Arrive with plenty of time to get your child ready for their class and ensure that they have been to the toilet before the session begins.
- Always inform the teacher if you are going to be late.
- Keep the teacher informed if your child is ill or unable to attend classes.
- Always collect your child promptly at the end of a class.
- No parent/guardian will be allowed into the hall/studio during classes.
- All fees must be paid on time, otherwise your child may risk losing their place in the class.

Integrity

- Use correct and proper language at all times.
- Set a good example within the student environment by recognising good sportsmanship and applauding good performances of all.

Objectivity

- Help your child to recognise good performance and progression.
- Be realistic with regard to their ability and do not set expectations too high – It can be very damaging for children if they feel they are falling short of their parents' expectations.
- Encourage and guide your child to accept responsibility for their own performance and behaviour.
- Always support your child's involvement and help them to enjoy their sport.

Due Skill and Diligence

- Discourage comparisons against other students – each student is an individual with different goals and objectives and they must be praised on their own personal achievement.
- Never force your child to take part – children must participate in dancing for their own pleasure and enjoyment not their parents'.

- Never punish or belittle a child for poor performance or making mistakes. It is through mistakes that performers learn and develop as a student.

Courtesy and Consideration

- Do not raise issues of disagreement publicly.
- Never challenge or threaten a teacher or member of the team. Any concerns must follow the approved channels, as outlined in the Complaints Procedure.
- Discourage challenging and inappropriate conduct towards teachers and other students.
- Endeavour to establish good communications with teachers and staff for the benefit of all.

Please understand that a breach of this Code of Conduct may have repercussions and, in extreme cases, may result in your child/children losing their place/s.



Code of Conduct – Students

We are fully committed to safeguarding and promoting the well-being of all students, members and staff associated with us. To ensure the effective running of our business and to protect all individuals connected with us, it is important that the following Code of Conduct is read, respected and adhered to at all times.

Fundamental Principals

- Students must participate within the rules and respect all the teachers/staff and their decisions.
- Students must respect their fellow students.
- Students must arrive for classes on time or inform the teacher if they are going to be late.

Integrity

- Students must not distract, bully or harass other students during the class.
- Students must not use bad language.
- Students must be polite and display good manners at all times.

Due Skill and Diligence

- Please leave all valuables at home as we will not be held responsible for the loss of any items.
- Mobile phones and other electronic devices must be switched off during classes.

Courtesy and Consideration

- Students must treat all equipment with respect.
- All litter must be placed in the bins provided.

Health and Safety

- Students must inform the teacher (before the warm up begins) if they have an injury or illness.
- Students must inform the teacher immediately if they begin to feel ill or sustain an injury during the class
- Food, drink and chewing gum are strictly prohibited in the studios. However, students may bring in a sealed drinking bottle, but this must only contain water and have the student's name on.
- Students must wear their uniform/appropriate clothing for classes.
- All body jewellery must be removed and long hair must be in a bun.

Objectivity

- Finally, we would love it if all students enter the class with a smile and have fun!!!

Step In Time School of Performing Arts - Disciplinary Procedure

1. Students that breach this Code of Conduct will first of all be reminded of the rules.
2. Repeatedly breaching this Code of Conduct may result in separation from other students (i.e. the student will be made to sit out).
3. Continuous breach of this Code of Conduct will result in Step In Time Principals and the parents being informed at the end of the class by the teacher.
4. If there is no improvement, then parents will be contacted again by the teacher and they will be invited to discuss the future behaviour of their child and agree joint strategies for monitoring.
5. In extreme cases, where physical violence, verbal abuse or intentional damage to property is involved, the sequence of actions outlined above will be by-passed and the teacher will contact the parents as a first step. Exclusion of the child from classes may be considered