



CODE OF CONDUCT FOR DANCERS

Jenny Jones Dance is fully committed to safeguarding and promoting the well-being of all dancers and staff/volunteers associated with the school. To ensure the effective running of Jenny Jones Dance and to protect all individuals connected with the school it is important that the following codes of conduct are read, respected and adhered to at all times:

- Dancers must participate within the school rules and respect all the teachers/staff and their decisions.
- Dancers must respect their fellow school pupils/students.
- Dancers must arrive for training on time or inform the Dance Teacher if they are going to be late.
- Dancers must not distract, bully or harass other pupils/students during the class.
- Dancers must not use bad language.
- Dancers must be polite and display good manners at all times.
- Dancers must treat all equipment with respect.
- Dancers must wear the Jenny Jones Dance School uniform for classes (shoes must be worn at all times)
- All body jewellery must be removed.
- Long hair must be tied back.
- Food, drink and chewing gum are strictly prohibited in the hall/gym (dancers may bring a sealed drinking bottle in the hall/gym but it must only contain water and must have the dancer's name on).
- All litter must be placed in the bins provided.
- Please leave all valuables at home - Jenny Jones Dance will not be held responsible for the loss of any items.
- Mobile phones and other electronic devices must be switched off in the hall/gym.
- Dancers must inform the Dance Teacher before the warm up begins if they have an injury or illness.
- Dancers must inform their teacher immediately if they begin to feel ill or sustain an injury during the class.
- Dancers must remain with teachers at the end of the class until they are safely collected by their parent or guardian.
- **FINALLY ALL DANCERS MUST ENTER THE CLASS WITH A SMILE AND HAVE FUN!!**

DISCIPLINARY PROCEDURE

- Dancers that breach the code of conduct will first of all be reminded of the rules.
- Repeatedly breaching the code of conduct may result in separation from other pupils/students (dancer will be made to sit out).
- Continuous breach of the code of conduct will result in the parents being informed at the end of the class by the Dance Teacher to discuss the situation.

If there is no improvement then parents will be contacted by the Dance Teacher and they will be invited to discuss the future behaviour of their child and agree joint strategies for monitoring.

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 Dance Teacher will contact the parents as a first step. Exclusion of the child from the school may be considered.

CODE OF CONDUCT FOR PARENTS / GUARDIANS

Jenny Jones Dance is fully committed to safeguarding and promoting the well-being of all dancers, members and staff associated with the school. To ensure the effective running of Jenny Jones Dance and to protect all individuals connected with the school it is important that the following codes of conduct are read, respected and adhered to at all times:

- Encourage your child to learn the rules and perform within them.
- Arrive with plenty of time to get your child ready for their class and ensure they have been to the toilet before the session begins - Always inform the Dance Teacher if you are going to be late.
- Always ensure your child is dressed appropriately and in the School Uniform with long hair tied up and make sure they have had plenty to drink.
- No Parent/Guardian will be allowed in to the hall/studio during classes.
- Discourage challenging and inappropriate conduct towards teachers and other dancers.
- 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.
- Discourage comparison against other dancers - Each dancer 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 parent's.
- Set a good example within the dancer's environment by recognising good sportsmanship and applauding good performances of all.
- Never punish or belittle a child for poor performance or making mistakes. It is through mistakes that performers learn and develop as a dancer.
- Use correct and proper language at all times.
- Encourage and guide your child to accept responsibility for their own performance and behaviour.
- Keep the Dance Teacher informed if your child is ill or unable to attend classes.
- Endeavour to establish good communications with the school, teachers and staff for the benefit of all.
- Never challenge or threaten a teacher or member of the Jenny Jones Dance team. Any concerns must follow the approved channels as outlined in the complaints and grievance procedure.
- Do not raise issues of disagreement publicly.
- Always collect your child promptly at the end of a class.
- All fees must be paid on time otherwise your child may risk losing their place in the class.
- Always support your child's involvement and help them to enjoy their sport.

Please understand that breach of this code of conduct may have repercussions and in extreme cases may result in your child/children losing their place at the school.

CODE OF CONDUCT FOR TEACHERS / STAFF

Jenny Jones Dance is fully committed to safeguarding and promoting the well-being of all dancers, members and staff associated with the school. To ensure the effective running of Jenny Jones Dance and to protect all individuals connected with the school it is important that the following codes of conduct are read, respected and adhered to at all times:

- Always consider the well-being and safety of dancers before the development of performance.
- Develop an appropriate working relationship with dancers, based on mutual trust and respect - Never abuse your authority or power as a teacher.
- Always work within the boundaries of your qualification.
- You must ensure you have valid insurance cover and a valid enhanced CRB.
- Ensure all activities are appropriate to the age, ability and experience of the dancers.
- Treat every dancer as an individual and set realistic goals and targets that are obtainable - Unrealistic goal setting can have damaging effects on a dancer.
- 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.
- Never punish or demean a child for losing or making mistakes. It is through mistakes that performers learn and develop as a dancer.
- Display consistently high standards of behaviour, language and appearance.
- You must never be under the influence of alcohol while dancers are in your care.
- Jenny Jones Dance will not condone the use of illegal substances.
- Follow all guidelines laid down by Jenny Jones Dance.
- Do not exert undue pressure on performers to obtain personal benefit or reward.
- Encourage participants to value their performances and progressions.
- Encourage dancers to accept responsibility for their own performance and behaviour.
- Mobile phones must not be used in the hall/gym (unless you are the Teacher and it is the emergency contact number communicated to parents / guardians – in this instance it should only be used in case of emergency and not for personal use).
- Jewellery must not be worn to dance classes.
- Food and drink must not be consumed in the hall/gym (you may bring a sealed drinking bottle in the hall/gym but it must only contain water).
- Always report any incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the Safeguarding and Protecting Children Policy.
- Make sure that confidential information is not divulged unless with the express approval of the individual concerned.
- Always remain upbeat and positive while teaching and never sit down on the job.

Breaching the code of conduct will lead to disciplinary action and in extreme cases will result in loss of employment/exclusion from the school.

EQUALITY POLICY

Jenny Jones Dance aims to ensure that anyone participating or wishing to participate in the sport of dance is able to do so in a discrimination-free environment.

This policy will be applied through all areas of the school from dancers to teachers, staff and employees.

Jenny Jones Dance recognises and aims to uphold the following fundamental principles:

- All persons must respect the rights, dignity and worth of every human being and their right to self-determination.
- All staff, dancers and job applicants are entitled to be treated fairly regardless of gender, gender reassignment, sexual orientation, age, parental or marital status, disability, religion, colour, race, ethnic or national origins, or socio/economic background.
- Equality must permeate throughout strategic and development plans.
- All participants should be afforded equal opportunity to access services.
- It is everyone's responsibility to ensure that no form of discrimination is tolerated in the school.
- Any individual who believes they have received unfavourable treatment within the scope of the policy should follow the steps outlined in the *Complaints and Grievance Procedure*.
- No individual (and/or their family) who raises a concern in good faith, or those who support another person to raise a concern should be treated unfairly as a result of raising the concern.

SAFEGUARDING AND PROTECTING CHILDREN POLICY

Jenny Jones Dance uses the ISTD Child Protection policy, with associated Good Practice Guidelines, in the light of the difficulties in law which would arise both for the Society and for members if a problem arose and due consideration had not been given to the risks involved.

Jenny Jones Dance employees, members who are in contact with children and vulnerable persons are expected to operate procedures particularly on employment, data protection, procedures at events and photography.

The full ISTD policy that Jenny Jones Dance uses is as follows:

Children and Vulnerable Persons Protection Policy

1. Jenny Jones Dance are aware that children under 18 and vulnerable persons of any age can be involved in their activities and that they have a responsibility, within the limits of their control and jurisdiction, to protect and safeguard the welfare of every such child and vulnerable person.

2. It is the policy of Jenny Jones Dance that all children and vulnerable persons have the right to protection from abuse. All trustees, employees and members who are in contact with such children and vulnerable persons are expected to be familiar with and to apply the procedures on:

- Employment including temporary/sub-contracted staff, and examiners
- Data protection, especially in regard to children
- Photography and video recording

The ISTD council will ensure that the following procedures are in place so that any allegation(s) or complaints of abuse are taken seriously and investigated.

3. Any complaint or incident to be reported under this policy should be reported in the first instance to the person in charge of the event or activity indicating that an abuse of a child or vulnerable person's welfare may have taken place. If the person in charge is the person against whom the complaint is being made, the matter should be referred to the Chief Executive or if the complaint is about him, to the Chairman of the ISTD

4. On receipt of a complaint the Chief Executive (Chairman) will convene, as soon as possible, a committee of three trustees to hear and investigate the complaint. All parties to the complaint will have the right to be heard, including the parents or legal guardian(s) of the child or vulnerable person concerned.

5. The trustees will be informed of the complaint and have the power to suspend the individual(s) against whom the complaint has been made from employment or membership until the investigation is complete and a decision on the action to be taken has been made.

6. The ISTD has a person who is appointed as a Child Protection officer to advise on procedures to ensure the ISTD and its members are aware of their responsibilities, and is responsible for liaising with its Umbrella Body on DBS Disclosures.

Child Protection – Good Practice Guidelines

The following are common sense examples of how to create a positive culture and climate:

Good practice

- Always work in an open environment (e.g. encourage open communication with no secrets).
- Treat all children equally and with respect and dignity.
- Always put the welfare of each child first.

Practices to be avoided

- Avoid spending time alone with children away from others
- Allowing or engaging in horseplay, physical or sexually provocative games.
- Allowing or engaging in any form of inappropriate touching.
- Making sexually suggestive comments to a child or young person, even in fun.
- Reducing a child to tears as a form of control.
- Failing to act on and record any allegations made by a child.

Incidents that must be reported/recorded

If any of the following occur during or in the context of an ISTD event or activity, it should immediately be reported to the designated Child Protection Officer:

- 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 of or concerns about potential abuse.

This policy has been agreed by the ISTD Council of Management.

HEALTH, SAFETY AND WELFARE POLICY

At Jenny Jones Dance all staff and dancers have a right to operate in an environment where risks to their health and safety are properly controlled. As a dance teacher/leader it is my policy to maintain safe and healthy working conditions, equipment and systems of work for everyone involved, and to provide such information, training and supervision as necessary for this purpose. This policy relates to our own teaching practice, and to our role as a current/potential dance employer.

Where reasonably practicable, this policy will seek to provide and encourage:

- A safe place to work and safe dance environment, with safe access to and from it
- Safe arrangements for the use, handling and storage of equipment
- Sufficient information, instructions, training and supervision to ensure any/all employees are well equipped to avoid hazards and contribute positively to effective Health & Safety at work
- The policy will be kept up to date, particularly as Jenny Jones Dance changes in nature and size, to ensure our responsibilities are met in relation to:
 - Health & Safety at Work Act (1974)
 - Management Regulations (1999)
 - Other relevant current legislation

2. AS A DANCE TEACHER AND EMPLOYER, JENNY JONES DANCE UNDERSTAND IT IS RESPONSIBLE FOR:

- Deciding what could harm staff/participants and the precautions necessary to stop it
- Planning dance sessions and completing all necessary risk assessments for the activities undertaken
- Provide necessary Health & Safety training for any staff employed
- Provide a first aid kit for dance sessions and maintain an accident book
- Have the appropriate insurances in place.
- Work with any other employers sharing the work place/dance environment to ensure that everyone's health and safety is protected.

3. IT IS THE RESPONSIBILITY OF ALL STAFF INVOLVED TO:

- Help maintain the safety and security of the participants involved and the working/dancing environment
- Be aware of the risks, knowing the appropriate action to take and identifying any potential safety issues
- Ensure reasonable care is taken during their work activities to avoid accidents or injuries to themselves, participants and other people in the vicinity
- Follow any training they have received when using equipment or materials in a dance session
- Observe all safety instructions and procedures incorporated in this document
- Co-operate with the School Principal as their employer
- Report all potential hazards affecting Health & Safety to the School Principal as their employer
- Report all accidents to School Principal as their employer and record them in the accident book

4. SAFETY CHECKS

a) Equipment

Correct storage of equipment is vital to minimising risks. Any equipment not being used is a potential risk. Every piece of equipment that is being used must be checked at the beginning of the dance session to ensure its safety. In addition, care must be taken to:

- make sure all equipment/resources used are safely and securely stored after each session
- any damaged equipment is removed from us
- set up equipment correctly and safely
- identify when/where safety mats should be used and ensure that they are used correctly
- ensure that participants are shown how to use the equipment correctly and safely
- ensure that no participant is able to access equipment without supervision

b) Dance Studio

Before participants enter the studio you should:

- ensure floors are clean with foreign bodies removed
- check mirrors are unbroken
- check plug sockets are safe with no wires showing
- ensure doors and exits are secure and there is nothing blocking emergency exits
- identify any light fittings/light switches that are not working or loose

c) Participants

- Ensure all participants are wearing appropriate dance wear and footwear to minimise accidents or risk

5. FIRE SAFETY

- A no smoking policy is in operation at all times
- It is crucial that any dance teacher/leader involved in activities maintains a working knowledge of the fire procedure for the building in which they are working, including the location of fire alarms and fire exits. Make sure you familiarise yourself with a building's fire procedure and the location of fire alarms and fire exits before your dance session starts.
- A register of participants must be taken at the start of each session.
- In the event of a fire/fire alarm, all participants must gather at a designated meeting place, and the dance teacher/leader must complete a roll-call and liaise with Fire Service personnel.

6. SECURITY

- Anyone wishing to enter the dance session that is not a participant must be escorted by a member of staff
- Any unidentified person seen on the premises must be reported to the dance teacher/leader in charge immediately.

FIRST AID PROCEDURE

Jenny Jones Dance will ensure that there is always a teacher or staff member with a current and recognised First Aid qualification in the facility during all classes. Only those holding a suitable First Aid qualification should treat injuries. In more serious cases assistance should be obtained from a medically qualified professional as soon as possible.

- All accidents should be recorded in the accident book (available at each dance class)
- A First Aid kit will be provided for all dance classes
- If a participant needs a doctor or hospital, call the emergency services. It is nearly always best to stay with a participant and wait for the ambulance.
- You should only take the risk of taking a participant to hospital yourself if the emergency services ask you to do so because of exceptional circumstances.

The following essential items are located in the hall / studio and will be easily accessible during all classes:

- First Aid Kit
- Accident Report Book

The Dance Teacher will always have a mobile phone switched on and ready to use in the event of an emergency.

Following an assessment of the injury by the on site First Aider the following steps will be taken:

	MINOR INJURY	MAJOR INJURY
STEP 1	Administer First Aid	First Aider to administer First Aid and secure the area while a colleague calls for an Ambulance
STEP 2	Fill in the Accident Report Book	First Aider to continue administering First Aid until medical assistance arrives - colleague to contact parent/guardian and then wait outside for Ambulance to direct medical assistance to the incident
STEP 3	At the end of the class inform parent/guardian about the incident and any First Aid administered - Ask parent/guardian to read and sign the Accident Report	First Aider to provide clear details to the medical team and fill out the accident report book
STEP 4	File the Accident Report securely	Make a note of the hospital that the patient will be taken to and ask the parent/guardian to contact you to provide and update after the patient has been assessed
STEP 5		Add the injury details provided by the hospital to the Accident Report

Qualified First Aider(s):

Jenny Jones (School Principal)

COMPLAINTS AND GRIEVANCE PROCEDURE

Jenny Jones Dance is committed to providing a safe and enjoyable learning experience for all dancers at the school. Teachers and staff will endeavour to provide a high quality service to all dancers and their parents/guardians through implementing best practice at all times to ensure the health, safety and welfare of all individuals associated with the school. Despite the best efforts of the school there will inevitably be occasions when a concern needs to be addressed and resolved.

In most circumstances it is possible to resolve a problem as soon as it occurs. We promote open communication and are happy to discuss any concerns in confidence at a mutually suitable time (for minor concerns you may talk to the Principal Teacher before or after your child's class). If the problem cannot be resolved through an informal discussion then the following procedure must be followed.

All Complaints must be submitted in writing clearly stating the following:

- **Date and Time of recorded incident(s)**
- **Name of individual making the complaint**
- **Details of the complaint**

Complaints against the teacher (ISTD Policy):

1. All registered ISTD teachers have to pass rigorous examination in the Faculty in which they wish to teach, and they have to retain their annual membership of the ISTD in order to enter candidates for examinations. In this way, they are kept up to date with any changes and developments in their field and have the opportunity to attend training events.
2. The ISTD is responsible for the syllabi, and examination of them. The ISTD is not responsible for matters relating to teaching within a school. All ISTD members are expected to conform to the rules of professional etiquette as laid down by the Council for Dance Education and Training (CDET) in their Code of Conduct. However the administration of his/her business is a matter between the student, or their representative, and the teacher. In the first instance, a complaint should be made direct to them for discussion and resolution.
3. However, if a parent/pupil or other ISTD member wishes to make a complaint to ISTD against a teacher in a matter, including malpractice, data protection and child protection, it should be made in writing, with evidence as appropriate and signed by the complainant, with full details of the teacher's name and dance school. The Quality Assurance Manager will record and acknowledge the complaint within 7 days and contact the teacher for a written response, which must be supplied within 30 days. A response from the ISTD will be sent to the complainant within a further 10 working days.
4. A report will, if appropriate, be referred to the Disciplinary Board for recommendation on action.
5. The findings of the Disciplinary Board will be reported to the next meeting of Council and if an allegation is proved to the satisfaction of Council they may reprimand the member or expel them from the Society, and the complainant will be informed within 7 days of that decision.
6. All complaints are monitored and reviewed, with recommendations for any changes to procedures and policies made annually to Council.