

Code of Professional Conduct and Practice for all Dance Teachers (Employed and self-employed) at Dan Sci Dance Studio 2022

**Fundamental Principles**

A teacher should:

1. Behave with integrity in all professional and business relationships. Integrity implies not merely honesty but fair dealing, courtesy and consideration.

2. Strive for objectivity in all professional and business judgments.

3. Not accept a teaching post or undertake work for which he or she is not competent or qualified.

4. Carry out his or her professional work with due skill, care and proper regard for the technical and professional standards expected of him or her.

**Integrity**

A teacher should:

1. Uphold and enhance the good standard and reputation of the profession.

2. Uphold and enhance the good standard of Dansci Dance Studio.

3. Not attempt to influence or intimidate any examiner at any examination or a judge at a competition.

**Objectivity**

A teacher should:

1. Work in an open and co-operative manner with students and families.

2. Ensure that students are not discriminated against on the grounds of sex, race, colour, religion, age, disability, national or social origin or other status.

**Competency**

A teacher should:

1. Acknowledge any limitations in his/her knowledge and competency and take steps to practice in a fully skilled manner.

2. Assist professional colleagues, in the context of his or her own knowledge, experience and sphere of responsibility, to develop their professional competence.

3. 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**

A teacher should ensure that no action or omission on his or her part, or within his or her sphere of responsibility, is detrimental to the interests or safety of students.

**Courtesy and consideration**

A teacher should:

1. Always act in such a manner as to promote and safeguard the interests and well-being of students.

2. Justify student trust and confidence.

**Good practice**

A Teacher will:

1. Encourage communication between student and him/herself and other students.

2. Communicate a love of dance and encourage the art of dance.

3. Demonstrate professional attitudes, including punctuality, reliability and responsible care of students.

4. Encourage self-discipline and self motivation in the students.

5. Develop in the students an appreciation of the characteristic style of each specific discipline taught.

6. Recognise and develop each student’s potential and offer appropriate guidance for further progress in collaboration with Dan Sci Director/Lead teacher.

7. Recognise physical differences and limitations and different learning styles, modifying the teaching and seeking advice from the Dan Sci Director/Lead Teacher where necessary. The teaching and choreography must be anatomically safe, and physical corrections must be attempted in a careful and sensitive manner.

**Confidentiality**

A teacher should:

1. Ensure that confidential information obtained in the course of his or her professional work should not be used for personal advantage or be disclosed without the consent of the student, the parent of the management of Dan Sci Dance Studio except where there is a legal right or duty to disclose (ref: Child Protection and Safeguarding Policy and Procedures).

2. Be aware of and abide by current data protection legislation.

**Publicity**

Whilst at Dan Sci Dance Studio, a teacher (employed or studio hirer) should:

1. Under no circumstances, promote his or her services, or the services of another teacher, in such a way, or to such an extent, that amounts to harassment of the prospective student, parent or any member of Dan Sci Dance Studio.

2. Not publish, or cause to be published, any notice, newspaper, advertisement or any other matter likely to damage the standing of the profession or to damage or depreciate the reputation of any colleague or the Dan Sci dance Studio.

3. Ensure that any promotional material contains factual statements, the truth of which a teacher is able to justify, and should not make any disparaging references to, or disparaging comparisons with, the services of others.

4. Not use images or information obtained from students at Dan Sci Dance Studios on any social media site without permission from the management of Dan Sci Dance Studios and the student (if adult) or student’s parent.

**Teaching Names**

**1.** A teacher may teach under whatever name or title he or she sees fit.

**2.** A teacher should not be misleading.

**3.** A teacher should not use any title, description or designatory letters to which he or she is not entitled.

**Statutory Requirements**

A teacher must:

1. Comply with all statutory requirements affecting Health and Safety at work.

2. Comply with the Child Protection and Safeguarding Policies and Procedures for Dan Sci Dance Studios.

3. Ensure that he or she understands the law with regard to copyright, recording, public performance and other matters concerning printed matter and recorded music related to their work.

**Health and safety/ Child Protection and Safeguarding**

A teacher must:

1. Ensure that classes are of a size appropriate to the levels and techniques being taught and the space being used. Students in each class should be of compatible age and/or standard.

2.Never leave a Dan Sci children’s class unattended. If you need help, call another member of staff.

3. Ensure that the parent of the student, if a child, does not leave the venue.

4. Have a current first aid certificate

5. Have a current DBS certificate

6. Be aware of developments in Child Protection legislation and undertake

7. Ensure that teaching facilities are adequately maintained by

a) checking that no electrical cables or wiring can cause a trip hazard

b) that no drinks are placed near electrical equipment

c) that children do not play with switches, plug sockets or electrical equipment

d) that the studio is ventilated after each class

e) that the studio is left clean and tidy ie. if barres are used they must be disinfected

f) that students wear suitable foot wear in line with the practice at Dansci Dance Studio.

8. Administer First Aid only in accordance with the Dan Sci Dance Studio First Aid Procedure.

9. Be aware of evacuation procedures.

**Data Protection**

Dan Sci Dance Studios is registered with the ICO and is legally permitted to hold student and staff information on file albeit digitally or filed. Dan Sci Dance Studio does not permit the removal of any of this information by teachers without the data controller’s consent. The data controller for Dan Sci Dance Studio is Ava Barron Thomas, the Director.

A teacher (employed or self-employed) should:

1. behave in accordance with all data protection principles and the Dan Sci Dance Studio Data Protection Policy. (ref: Dan Sci Data Protection Policy and Procedures 2022).

2. not remove students’ details or information from the Dan Sci Dance Studio without permission from the Dan Sci Dance Studios management.

Article 5 of the UK GDPR sets out seven key principles which lie at the heart of the general data protection regime. These are:

* Lawfulness, fairness and transparency
* Purpose limitation
* Data minimisation
* Accuracy
* Storage limitation
* Integrity and confidentiality (security)
* Accountability

**Dan Sci Dance Studio Standards of good practice for the relationship between teacher and student, and teacher and Dan Sci Dance Studio management.**

Dan Sci Dance Studio will:

1. Have written, clearly defined aims and objectives setting out the broad goals to be achieved by the studio. A similar set of objectives is given to all students: adults and children’s parents outlining the benefits a pupil can expect to receive through the teaching staffs conscientious implementation of them.

2. Employ teaching staff with experience and qualifications appropriate to the levels and techniques to be taught. Student teachers/apprentices will be trained and supervised to ensure maintenance of the studio’s standards.

2. Conform to sound business practice.

3. Ensure that students and families have ample opportunity to communicate with their teachers.

4. Use adequate and flexible teaching skills to create a productive learning environment.

5. Ensure student and staff personal information is stored safely.

**I (name of teacher) …………………………………. have read the above Code of Professional Conduct for Dan Sci Dance Studio and agree to adhere to these principles of good practice and professional conduct.**

**Signature:**

**Date:**