**Code of Conduct for 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:

* 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.
* 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.
* Students must treat all equipment with respect.
* Students must wear their uniform/appropriate clothing for classes.
* All body jewellery must be removed, and long hair must be in a bun or pony tail.
* Fizzy drinks, chewing gum and peanuts are strictly prohibited on the premises. However, students may bring in a sealed drinking bottle, but this must only contain water and have the student’s name, healthy snacks are permitted during rehearsals however student are encouraged not too share food).
* All litter must be placed in the bins provided.
* 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 or on silent during classes.
* 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.
* Students must remain in the building till the end of class until a parent/guardian arrives, unless they are over the age of 11 and we have a signed consent for them to leave alone. If this is the case, the student needs to inform a member of staff that they are leaving.
* Finally, we would love it if all students enter the class with a smile and have fun!!!

**You can contact us during lesson times and in case of an emergency call** **Leanne Tobin 07941973407**

**Disciplinary Procedure**

* Students that breach this Code of Conduct will first of all be reminded of the rules.
* Repeatedly breaching this Code of Conduct may result in separation from other students (i.e. the student will be made to sit out).
* Continuous breach of this Code of Conduct will result in the parents being informed at the end of the class by the teacher.
* 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.
* 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.

**Code of Conduct for Parents/Guardians**

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:

* + - * 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 that they have been to the toilet before the session begins.
* Always inform the teacher if you are going to be late.
* Registers will be taken at the beginning of class and pupils must remain in the building at the end of their class(es), until a parent/guardian arrives (**unless** they are over the age of 11 and we have signed consent for them to leave alone – if this is the case, the student needs to inform a member of staff that they are leaving).
* Always ensure that your child is dressed appropriately/wears the uniform (with hair in a bun pony tail) and make sure that they have something to drink.
* parent/guardians are allowed into the hall/studio during class time on request, however it is discouraged as it distracts focus (BAFDA offer several performances and exam session a year and regularly post and submits video footage of the progress of children through the use of social media sites this is with your consent on the students enrolment forms).
* Discourage challenging and inappropriate conduct towards teachers and other students.
* 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 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’.
* Set a good example within the student 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 student.
* Use correct and proper language at all times.
* Encourage and guide your child to accept responsibility for their own performance and behaviour.
* Keep the teacher informed if your child is ill or unable to attend classes.
* Endeavour to establish good communications with teachers and staff for the benefit of all.
* Never challenge or threaten a teacher or member of the 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 dance experience.
* 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.

**You can contact us during lesson time and in case of an emergency call** **Leanne Tobin 07941973407 or**

**please e-mail** **bafdance@gmail.com**

**Code of Conduct for Teachers and Staff**

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:

* Always consider the well-being and safety of students before the development of performance.
* Develop an appropriate working relationship with students, 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 DBS Certificate (previously CRB).
* Ensure all activities are appropriate to the age, ability and experience of the students.
* 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.
* Never punish or demean a child for losing or making mistakes, it is through mistakes that performers learn and develop as students.
* Display consistently high standards of behaviour, language and appearance.
* You must never be under the influence of alcohol while students are in your care.
* BAFDA will not condone the use of illegal substances.
* Follow all guidelines laid down by BAFDA.
* Do not exert undue pressure on performers to obtain personal benefit or reward.
* Encourage participants to value their performances and progressions.
* Encourage students to accept responsibility for their own performance and behaviour.
* Mobile phones must not be used except in case of emergency (not for personal use).
* Jewellery must not be worn to classes.
* 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, do not sit down during lessons.

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

**Reviewed** 22nd of August 2021

**Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**