**Code of Conduct**

**Unacceptable Behaviour**

Amy Greaves School of Dance and Fitness states that any unacceptable behaviour will not be tolerated, either within the Dance Studio or at any event/performance where the Amy Greaves School of Dance and Fitness is being represented.

Unacceptable behaviour may result in the student’s exclusion from the school. Unacceptable behaviour will not be tolerated off parents/carers or other family members and could result in parent/carers or family members been banned from events/performances.

Unacceptable behaviour includes - swearing, spitting, fighting and derogatory comments towards others.

Most importantly whilst at examinations/performances/events you are all ambassadors and representatives of the Amy Greaves School of Dance and Fitness and we expect you to behave in a manner showing this.

You are encouraged to fully support your school and the dancers within it.

Should any issues arise that are a cause for concern, please let Amy or the Welfare Officer know and we will deal with the situation appropriately.

**Class Etiquette**

• Arrive on time

• Wear the appropriate footwear and dance wear

• No food in the studio

• Only capped water bottles allowed in the studio

• Ask if you need permission to leave during a lesson

• No hot drinks or takeout food allowed in the waiting premises or dance studio (apart from snacks for dancers who do multiple classes)

• No bad language to be used

• No smoking or drinking of alcohol

* Act in a polite and well-mannered fashion towards teachers and students

**General School Policies**

**Late Policy**

If your child is more than ten minutes late then they will not be allowed to participate in the class, at this point we will have warmed up and it is not safe for your child to join a class without warming up.

**Uniform Policy**

After attending the dance school for one month you will be expected to wear the correct dance uniform. Students need to ensure they are wearing the Amy Greaves School of Dance and Fitness uniform to lessons, no other brands or logos should be worn, this includes Mardi Gras and Chance2Dance t-shirts. To ensure health and safety is met during lessons students should not wear jewellery, tie hair back and no chewing gum during lessons.

**Break Policy**

I am aware that some students have breaks and sometimes get dropped off early and like to wait before their lessons start. I am happy for this to continue as long as parents understand that I am not responsible for them during this time. I would certainly advise that younger students are not left by themselves during break times. The dance school is not responsible for any items or valuables during lesson times. For more guidance please see the unsupervised child policy below. This policy is also different regarding the COVID policy.

**Guidance and Policy for Unsupervised Children during break times**

•The NSPCC recommends that all children under 13 years must be supervised by their parent, carer or guardian. This is due to concerns that they may not be mature enough to deal with an emergency or certain situations.

•It is a parent’s decision as to what age they allow their child to attend dance venues unsupervised.

•It is a parent’s responsibility to teach their child how to respond to emergencies or situations that may arise outside the house, so they feel confident when their child is not under their supervision.

**AGSOD policy on unsupervised children during break times**

•Children in lessons are under the care and supervision of the principle teacher and or any other cover teacher

•Children who have breaks between classes or wait for classes to start are **NOT** under the supervision or responsibility of the dance school, the venue in which classes take place are also **NOT** responsible for your child during these times. Children under the age of 13 years should be supervised during any break times when taking dance classes. It is the parent’s responsibility to put plans into place to find suitable supervision during break times and the child should be informed of this.

•Children under the age of 13 who are not supervised by an adult must sign the below waiver form (which is now on the online enrolment form) and return it to Amy as soon as possible.

•At dance events like shows and performances the AGSOD will ensure all children are supervised by the correct amount of chaperones backstage. These chaperones will have attended an in house child protection meeting, be aware of the dance school’s policy regarding supervising children and be DBS checked.

• At other dance events like exams and competitions children under the age of 13 years old should be supervised by an adult over the age of 18 years.

**Collecting your child**

Any child still in primary school will need one parent/carer (who is 18yrs+) to come up to the door to collect your child at the end of class. The class teacher needs to see a parent/carer collecting their child. The assistant helpers are not responsible for bringing children out to the car park to you.

If your child is in secondary school and you are happy for them to leave class by their selves this is fine to continue. However, I strongly recommend that you come to the door to collect your child and do not wait in the carpark.

**Possible bad weather disruptions or cancellation of classes**

In the event of bad weather I will make a decision as early as possible as to cancel dance or not. Notices will be sent out via email. Notices will also be put on the school website, Facebook, Instagram and Twitter. The above procedure will also apply if lessons are cancelled for any other reason.

A. We do not give refunds of any classes that your child has missed due to illness, accidents, holidays, isolation or COVID.

B. If lessons are cancelled by the dance school your lesson will be credited unless an alternative provision (e.g. online class or cover teacher) has been provided. Lessons cancelled due to an ‘Act of God’ or pandemic will not receive a refund.

C. Any classes that fall under 5 students in total may be cancelled. This will be at the Principal’s discretion.

**Attending other dance schools**

I am happy for students to participate in other dance or performing art opportunities outside of the dance school. However, I would strongly advise students do not take lessons in the core subjects at other dance schools and also at mine as this causes confusion for the child. The core subjects are Ballet, Tap and Commercial. I also need to be made aware if your child is attending another dance school as it affects the pin number I give them for examinations. If your child’s commitments to another dance establishment starts to conflict with the ethos of the Amy Greaves School of Dance and Fitness your child will be asked to consider giving up lessons at one of the establishments.

**Qualifications**

If you wish to see copies of the principal’s DBS check or any other qualifications please ask. They can also be viewed on the school’s Instagram page.

**Waiting Areas**

All people using the waiting areas need to show respect to all other members of the school. Please ensure that your conversations are child friendly and no student should overhear bad language or swearing.

Please note that waiting areas are for students and their parents/carers only please do not bring friends/boyfriends/girlfriends to wait for you during classes.

Waiting areas are not available at all venues. Please ask Amy for more details.

**Payment Policy**

* Classes are booked via the online booking system
* Classes are paid for one week prior to the dance term starting
* Fees are paid in a half termly block
* Fees are non-refundable if you have to miss a class
* Classes must be pre booked and pre-paid. No walk ins
* Classes run during term time only

**Illness**

If a child is ill and not able to dance please do not send them to class. Due to Health and Safety and the health of other students, students who are ill will not be allowed to watch the class.

If a child becomes too ill to dance during a lesson I will phone their parent/guardian and they will need to be collected from class.

If your child is returning to dance after a serious illness or injury a disclaimer will need to be signed to ensure your dancer is fit to participate in class.

**\*\*PLEASE SEE COVID 19 POLICY FOR COVID RELATED SYMPTOMS\*\***

**\*\*DO NOT SEND YOUR CHILD TO CLASS IF THEY HAVE SYMPTOMS OF COVID. PLEASE GET A TEST ASAP\*\***

**Data Protection and Online Policy**

**Data Protection Policy**

Personal data is stored in a secure location and paper containing personal data is never left around for the general public to view. Sensitive data that has to be taken out on trips is always transported with care and treated with confidentiality. Any data stored on a PC is password protected.

**Social Media Policy**

Please remember that your anonymity on Social Media is never guaranteed and to exercise particular caution when posts, images, or videos identify children in your care.

Remain mindful that your behaviour on Social Media remains in keeping with the AGSOD code of conduct.

Any comments or posts perceived to be obscene, defamatory, threatening, harassing, discriminatory or hateful towards AGSOD staff, students or families may subject the owner to disciplinary or legal action.

Should you wish to engage on Social Media while identifying as a studio dancer parent volunteer or employee, you may only do so with integrity, respect, and adhere to privacy and confidentiality policy. Any content revealing or referring to sensitive studio information is not allowed to be shared online.

Intellectual property laws (for example, costume design and choreography), must be observed by all studio patrons when posting online. This includes but not limited to manuals, forms, handbooks, and syllabus, etc.

While affiliated with our studio, (for example, images of your child in AGSOD uniform) we will not tolerate any posts that are racially, sexually, physically or religiously offensive.

All matters pertaining directly to the studio – whether it be fees, scheduling, placements or performance opportunities – may not be communicated via Social Media. We have an open door policy and encourage all communication, complaints and feedback to be communicated to the principal directly.

We discourage parents / students and teachers from becoming ‘friends’ or ‘followers’ on Social Media (APART FROM ON THE DANCE SCHOOL BUSINESS PAGES), unless there is an existing relationship. We consider all studio members to be family and as such feel the obligation to respect and monitor personal boundaries.

Families found to be engaging in ‘hidden’ or ‘private’ groups formed for the specific purpose of discussing studio matters will be encouraged NOT TO.

Photos or Videos taken from performances or rehearsals may NOT be posted online.

You may not post photographs / videos that feature AGSOD dancers other than your own online without the proven consent of their parent/guardian.

Identifying information of any featured minors – including names, ages or location – must be removed when posting on Social Media.

**Updated social media and online class policy**

The internet can present many risks for children, young people and adults who may be vulnerable to harm by virtue of their care and support needs. Technology has many benefits but here at the Amy Greaves School of Dance and Fitness we recognise the use of technology can also become a platform for online bullying, sexual exploitation, sexual predation, radicalisation and other types of harm and abuse. We recognise our duty to safeguard against this by identifying this and sharing information with the relevant services where this becomes necessary to protect children, young people and adults who may be unable to protect themselves due to their care and support needs.

This policy explains how we use social media and online teaching within the AGSOD. It details our duty to safeguard in the online environment and our expectations regarding the behaviour of teachers, staff, volunteers and the children, young people and adults who use our organisation. At AGSOD we will do everything we can to limit children’s exposure to online risk. We will do this by ensuring clear guidelines and procedure for all teachers, staff and volunteers working for AGSOD and will do so in line with our Safeguarding Children and Adults Policies.

It is important that all staff members and volunteers are aware that their safeguarding duty extends to the safeguarding of students online, regardless of the type of online device or the type of platform used.

The designated safeguarding person at AGSOD is: Amy Prior

The designated safeguarding person (Amy) will advise teachers, guest teachers, volunteers, students and parents/ guardians where appropriate on best practice and expectations regarding the use of online classes and AGSOD social media platforms. They will be responsible for the monitoring and recording of any safeguarding concerns and for ensuring that all concerns are shared with the appropriate statutory authorities, online concerns are not an exception to this.

All staff and volunteers at AGSOD should be made aware of this policy and should be able to demonstrate their roles and responsibilities for safeguarding and promoting the welfare of children, young people and adults whose care and support needs leave them unable to protect themselves when online. This must include how to raise concerns with children’s social care, adult social care and/or the police. Staff and volunteers shall be made aware of this through staff training and meetings.

It is the responsibility of all staff and volunteers at AGSOD to take steps to protect children, to keep them safe from online hazards and to take appropriate action where needed. It is the responsibility of all staff and volunteers to take reasonable steps to protect children and young people from harm and abuse while in contact with our organisation including through online activity and our staff and to report any incident of or suspicion of abuse to the designated safeguarding person or in their absence to the appropriate statutory authority.

It is essential that this policy is read in conjunction with our safeguarding children and safeguarding adults policy and that all recording and information sharing procedures laid out within these are followed regarding any cause for concern that arises from online interaction. This includes any online disclosures of harm or any disclosed or witnessed examples of online or cyber bullying.

A ‘child’ is anyone who has not yet reached their 18th birthday. The fact that a child has reached 16 years of age, is living independently, in further education, or working does not change his/ her entitlement to services or protection as a child. Our guidelines apply to all children and young people until their 18th birthday.

The designated safeguarding lead for AGSOD is Amy Prior.

The person responsible for managing our organisations online presence is Amy Prior

 At AGSOD we will safeguard students (both adults and children) using online services by:

* Ensuring all social media accounts are password protected. That all taught sessions are password protected and that all users of AGSOD are informed in writing of the importance of not sharing passwords to protect the privacy of others
* The designated safeguarding officer (Amy) shall have access to view sites and groups as necessary and there will be a designated member of staff who is responsible for checking and monitoring the quality and appropriateness of all posts on social media sites / groups. The member of staff with monitoring responsibility also has the right to remove inappropriate posts with immediate effect but will be asked to provide a reason for this decision where appropriate
* All social media posts will align with the work of AGSOD, be fit for purpose and align with our organisational code of conduct
* All account names and email addresses shall be appropriate and fitting for a professional organisation.

Teaching staff and parent and guardians need to know:

* parents / carers shall be asked to be present during online taught sessions for children
* health and safety will be a key consideration in planning taught sessions in the home via video call
* no identifiers shall be posted on any online forum or page for example date of birth, address or phone number and full names should only be used with consent from a parent / guardian and only if necessary
* all photos and videos used must be with full consent from a parent or guardian
* children will not be admitted into groups without the consent of their parent / guardian
* groups will not be created on platforms that are not age appropriate for the intended members.
* all communication directly with children will be approved by parents in advance and children shall not be contacted on platforms or sites that are not age appropriate
* we will make children, young people and adults aware of who they can speak to should they come across social media or online content they find distressing or should they be exposed to bullying / cyber bullying while accessing online services.

At AGSOD we expect all staff and volunteers to safeguard children and adults and to cause them no harm as outlined in our safeguarding policies. This also extends to the online environment:

Staff and volunteers:

* have a duty to bring to the safeguarding lead’s attention anything they find to be inappropriate or potentially unsafe including online content or any concerns they have about what they have seen during live sessions either regarding a child /adult, the behaviour of others around them or their home circumstances
* will ensure on any videos they create or live sessions they generate that their background environment is clear, professional and appropriate
* will always try to consider children’s understanding of the internet and their safety when making decisions about the online platforms they choose to use.
* will abide by AGSOD safeguarding policies and data protection policy.
* must not ‘friend’ or ‘follow’ children, young people or their families on their personal social media accounts. All and the only social media contact must be through AGSOD business pages.
* must always choose the most formal and professional channel of communication. Additionally teachers will not start ‘conversations’ with students on social media or email all communication will have a clear and legitimate purpose.
* all online communication with families should be part of an agreed social media or educational strategy

The School community:

All parents, carers, children, young people and adults using AGSOD must also be aware of their duty towards others and be aware that the guidelines for behaviour set out in our code of conduct apply also to all online interaction. All involved with AGSOD have a duty to uphold the code of conduct and have a right to be able to share any concerns and to be supported.

If any user of AGSOD has a concern they should be listened to and this information should be recorded and passed to the designated safeguarding lead as soon as possible.

We recognise that many parents / carers do not feel confident in using the internet and are unsure how or where to report concerns. The designated safeguarding lead will maintain communication with parents who share concerns and ensure they are supported to act on their concerns in the most appropriate way.

Any concerns of significant harm will be raised with Children’s/ Adults Social Care or the Police as explained in our safeguarding policy and in line with the Children Act 1989 & 2004/ the Care Act 2014 and the Sexual Offences Act 2003.

**Health and Safety**

Amy Greaves School of Dance and Fitness takes seriously their responsibility to ensure the safety of their pupils. All pupils must complete a Registration Form when joining the school with clear information regarding emergency contacts and any relevant medical history.

A copy of emergency contact numbers will be kept on class registers.

1. It is the parent's responsibility to notify the school of any changes to their emergency contact details

2. In case of a fire emergency all teachers have a clear understanding of responsibilities.  They must be understood by all following the procedures of the relevant centre.

3. The school will undertake regular assessment of risks regarding premises hired and any concerns will be raised with the providers

4. We are committed to ensuring all employees/volunteers are competent to do their tasks and to give them adequate training

5. It is the schools responsibility to keep a fully equipped First Aid Box at all hired premises. In case of an incident – an Accident / Incident report must be made

6. If required the school will contact the emergency services first, then the parent / guardian of the student(s) involved by the telephone number on the class registers

7. Parents understand that dance is as active as engagement as any sport, and whilst every effort is made to avoid them, injuries can happen. The school accepts no responsibility for injuries sustained via any means other than a teacher's negligence

8. Pupils will be supervised during class time only and parents / carers must ensure the safety of their children in the waiting, changing and toilet areas

9. Students/parents or guardians should inform the teacher of any special health considerations or existing injuries before participating in class

10. Parents must be responsible for ensuring your child's punctuality. Teachers are not available to supervise late pickups. Students may be refused entry if they are continuously late for class as they are missing out on warming up safely

11. Dress code must be observed at all times, especially footwear for safe dance practice. Only indoor dance shoes to be worn in the studio to protect the floor and for health and safety

12. Pupils should not wear any jewellery that may pose a risk to themselves or others (stud earrings, and jewellery worn for religious or cultural reasons are acceptable)

13. No food (or chewing gum) is allowed in the studio (apart from light snacks for dancers doing multiple classes.) Water is permitted in cap bottles

14. Please ensure that the elastics on your child's ballet shoes are secure and neither too loose nor too tight

**Public Insurance Liability**

The principal of Amy Greaves School of Dance and Fitness has public liability insurance, please ask Amy if you wish to view this. Any locum teacher who teaches classes will be either covered via this insurance, or will have their own personal insurance.

**Smoking Policy**

Amy Greaves School of Dance and Fitness has a non-smoking policy, and smoking is not permitted anywhere within the centres where lessons take place. This is due to the health hazards of smoking and passive smoking, and also because the centres regularly holds activities which involve young children.

**Drugs & Alcohol Policy**

Amy Greaves School of Dance and Fitness has a strict no drugs & alcohol policy.  Any pupil, teacher or volunteer found using drugs or alcohol whilst attending classes or working at the school, will be presented with a verbal warning.  Parents will be advised if the pupil is under the age of 18 years.

**Child Protection Policy**

Amy Greaves School of Dance and Fitness believes that:

• The welfare of children is vital

• All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse

• All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately

• All staff (paid/voluntary) working at the dance school have a responsibility to report concerns to the principal or other identified staff

The dance school has a duty of care to safeguard all children involved in dance from harm. All children have a right to protection and the needs of disabled children and others who may be particularly vulnerable must be taken into account. The dance school will ensure the safety and protection of all children involved in dance through adherence to the Child Protection guidelines. A child is defined as under 18 The Children Act 1989.

**Policy Aims**

The aim of the Amy Greaves School of Dance and Fitness Child Protection Policy is to promote good practice:

• Providing children and young people with appropriate safety and protection whilst in the care of the studio

• Allow all staff/volunteers to make informed and confident responses to specific child protection issues

**Promoting Good Practice**

Amy Greaves School of Dance and Fitness will encourage the following:

• Always working in an open environment (e.g. avoid private or unobserved situations and encouraging an open environment i.e. no secrets)

• Treating all young people/disabled adults equally, and with respect and dignity

• Always putting the welfare of each young person first, before winning or achieving goals

• Maintaining a safe and appropriate distance with dancers (e.g. it is not appropriate to have an intimate relationship with a child)

• Building balanced relationships based on mutual trust which empowers children to share in the decision making process

• Making dance fun, enjoyable and promoting fair play

• Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the IDTA. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people should always be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered

• Keeping up to date with the technical skills, qualifications and insurance in dance

• Involving parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs

• Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people

• Giving enthusiastic and constructive feedback rather than negative criticism

• Recognising the developments/ needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will

• Keeping a written record of any injury that occurs, along with the details of any treatment given.

• Requesting written parental consent if dance centre officials are required to transport young people in their cars

**Practice not acceptable you should never:**

• Engage in rough, physical or sexually provocative games

• Share a room with a child

• Allow or engage in any form of inappropriate touching

• Allow children to use inappropriate language unchallenged

• Make sexually suggestive comments to a child, even in fun

• Reduce a child to tears as a form of control

• Allow allegations made by a child to go unchallenged, unrecorded or not acted upon

• Do things of a personal nature for children or disabled adults that they can do for themselves

**Guidelines for use of photographic filming at dance events**

Videoing as a training aid: there is no intention to prevent the use of video equipment as a legitimate coaching aid. However, dancers and their parents/carers should be aware that this is part of the coaching programme and care will be taken in the storage of such films. If any other kind of photographic material or video of your child is required e.g. DVD of a performance or for advertisement material then parental permission will be requested. Students/parents/carers are not allowed to record or take photos during classes or performances. Parents/guardians will be asked to give parental consent for any images used on social media or the school website.

**Recruitment and selecting staff and volunteers**

Amy Greaves School of Dance recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children. When undertaking pre selection checks the following should be included:

• All volunteers/staff should complete an application form. This will elect information about an applicant’s past and a self-disclosure about any criminal record

• Consent should be obtained from an applicant to seek information from the Criminal Records Bureau​(DBS CHECK)

• Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact

• Evidence of identity (passport or driving licence with photo)

**Responding to suspicions or allegations**

It is not the responsibility of anyone working in the Dance Studio in a paid or unpaid capacity to take responsibility or to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities. The dance school will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague/volunteer is or may be abusing a child. When there is a complaint against a member of staff there may be three types of investigation:

• A criminal investigation.

• A child protection investigation.

 • A disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation.

**Suspected abuse**

Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the principal who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

Action to help the victim and prevent bullying in dance

• Take all signs of bullying very seriously

• Encourage all children to speak and share their concerns

• Help the victim to speak out and tell the person in charge or someone of authority

• Create an open environment

• Investigate all allegations and take action to ensure the victim is safe

• Speak with the victim and the bully/ies separately

• Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else

• Keep records of what is said (what happened by whom, when etc.)

• Report any concerns to the Principal

Action towards bullies

• Talk with the bully/ies explain the situation and try to get the bully/ies to understand the consequences of their behaviour

• Seek an apology to the victim/s.

 • Inform the bully’s parents

• Provide support for the teacher of the victim

• Impose sanctions as necessary

• Encourage and support the bully/ies to change behaviour

 • Hold meetings with the families to report on progress

 • Inform all appropriate members of the action taken

 • Keep a written record of action taken (whom, when etc.)

**Equality and Diversity Policy**

The Equality and Diversity Policy is dedicated to encouraging a supportive and inclusive culture amongst the dance school. It is within our best interest to promote diversity and eliminate any discrimination in the dance school.

Our aim is to ensure that all dancers are given equal opportunity and that our organisation is representative of all sections of society. Each dancer will be respected and valued and able to give their best as a result.

This policy reinforces our commitment to providing equality and fairness to all in our school and not provide less favourable facilities or treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, ethnic origin, colour, nationality, national origin, religion or belief, or sex and sexual orientation.

We are opposed to all forms of unlawful and unfair discrimination. All students, will be treated fairly and with respect. When a dancer is selected for a main role, promotion, training, or any other benefit, it will be on the basis of their aptitude and ability.

All students will be given help and encouragement to develop their full potential and utilise their unique talents. Therefore, the skills and resources of our organisation will be fully utilised.

The AGSOD commitments:

• To create an environment in which individual differences and the contributions of all team members are recognised and valued.

 • To create a working environment that promotes dignity and respect for every member.

 • To not tolerate any form of intimidation, bullying, or harassment, and to discipline those that breach this policy.

 • To make training, development, and progression opportunities available to all staff.

 • To promote equality in the dance school, which AGSOD believes is good practice.

• To encourage anyone who feels they have been subject to discrimination to raise their concerns so we can apply corrective measures.

• To encourage students to treat everyone with dignity and respect.

* + To regularly review all our practices and procedures so that fairness is maintained at all times.
	+ Will inform all students that an equality and diversity policy is in operation and that they are obligated to comply with its requirements and promote fairness in the dance school. The policy will also be drawn to the attention of parents, carers, customers, learners, and job applicants.

Equality and diversity policy is fully supported by the AGSOD. Our policy will be monitored and reviewed annually to ensure that equality and diversity is continually promoted in the dance school.