



Code of Conduct

We follow the Code of Professional Conduct and Practice for Teachers as laid out by the CDMT (Council for Dance & Musical Theatre) and supported by the ISTD (Imperial Society of the Teachers of Dancing). I have created a Teachers / Pupils / Parents section to each topic. Please take the time to read through the full document, and go through the pupils sections with your child.

- Fundamental Principles
- Confidentiality
- Competency
- Courtesy and Considerations/Teaching Names
- Publicity
- Statutory Requirements
- Standards of Good Practice
- GDPR

Fundamental Principles

A teacher should:

- Behave with integrity in all professional and business relationships. Integrity implies not merely honesty but fair dealing, courtesy and consideration.
- Not accept a teaching post or undertake work for which they are not competent or qualified
- Strive for objectivity in all professional and business judgements.
- Carry out their professional work with due skill, care and proper regard for the technical and professional standards expected of them.

A pupil should:

- Show respect to their teachers and fellow pupils, not only during the class, but between lessons, during preparation in the changing room, and whenever on school premises, including the car park.
- Not compare themselves to other pupils in a derogatory manner, but dance to their personal best. Every pupil is a valued member of our community.
- Strive to include all members of their class when working in groups, and learn positively from the differences in character and physique.
- Attend regularly and with strict discipline as required with punctuality, uniform, and hairstyling.

Parent/Guardians should:

- Behave with courtesy and consideration for all other members of the dance school community at all times.
- Accept the teachers' recommendation for grading levels and class placement.
- Strive for objectivity and positivity when children and other parents become competitive. Every pupil is a valued member of the dance school, and all children have equal worth.
- Assist your child to manage their time to be punctual and properly dressed for each class. Do not send your child to dance class if they are ill and may spread germs. Do send Transitions and above if they have an injury as they can still learn and 'mark out' work at the side.

Confidentiality

A teacher should:

- 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.
- Work in an open and co-operative manner with students and families.
- Ensure that students are not discriminated against on the grounds of sex, race, colour, religion, age, disability, national or social origin or other status.
- A teacher should ensure that confidential information obtained in the course of their professional work should not be used for personal advantage or be disclosed without the consent of the pupil or parent, except where there is a legal right or duty to disclose. A teacher should be aware of and abide by current data protection legislation.

A pupil should:

- Uphold and enhance the good standard and reputation of the school.
- Work with discipline with other dance professionals and organisations when required such as at a workshop or during an exam.
- Not attempt to influence or intimidate any other pupil or member of the school community.
- Work in an open and co-operative manner with other students.
- Do not discriminate on the grounds of sex, race, colour, religion, age, disability, national or social origin or other status.
- A pupil should ensure that no posts on social media could cause offense to, or upset another member of the school.

Parent/Guardians should:

- Uphold and enhance the good standard and reputation of the school.

- Be collaborative and co-operative with all members of Staff and other dance professionals and organisations brought in to teach the children.
- Not attempt to influence or intimidate any member of Staff or other parent or pupil.
- Communicate openly and co-operatively with Staff and other dance families.
- Ensure their children are aware not to discriminate against anyone on the grounds of sex, race, colour, religion, age, disability, national or social origin or other status.
- Be aware of what their child is posting on social media, particularly regarding dance photos where other children may be in shot. Any issues caused by social media are to be dealt with by parents and not brought into the dance school environment.

Competency

A teacher should:

- Acknowledge any limitations in their knowledge and competency and take steps to practice in a fully skilled manner.
- Assist professional colleagues, in the context of their own knowledge, experience and sphere of responsibility, to develop their professional competence.
- Undertake continuing professional development to ensure knowledge and practice remains current as required by their individual awarding body(ies) and/or employers.

A pupil should:

- Do their best to learn their syllabus and dances, and take extra practice when approaching exams and Shows.
- Assist each other in class and outside of class by showing kindness and sharing knowledge of syllabus.
- Be sure to have the set music to practice for exams and learn any theory as required.

Parent/Guardians should:

- Encourage the children to show their dances at home. This helps them to remember anything new learnt that day so they will be ready to continue learning the next lesson.
- Help them to catch up if they have missed classes for any reason by encouraging practice with a dance friend.
- Please do not enter children for exams if you know they will miss lessons that term. 2 weeks off during term undermines their confidence just as the rest of the group is becoming polished.

Courtesy and Consideration/Teaching Names

A teacher should:

- Always act in such a manner as to promote and safeguard the interests and well-being of students.
- Justify student trust and confidence.
- A teacher may teach under whatever name or title they see fit.
- A teaching name should not be misleading.
- A teacher should not use any title, description or designatory letters to which they are not entitled.

A pupil should:

- Always act in such a manner to be polite and respectful, and show an interest in the wellbeing of their fellow classmates.
- Trust and have confidence in their teachers and fellow students.
- Address the teachers, staff, and other dancers respectfully.
- Do not be afraid to speak to the teacher if extra help or support is needed.
- Remember they are a valued member of the school.

Parent/Guardians should:

- Always act in such a manner as to promote and safeguard the interests and well-being of students and other school members.
- Show trust and confidence in the teachers and Staff.
- Address the teachers, staff, and pupils respectfully.
- Seek support from the teacher with any issues effecting your child's dancing classes.
- Never go faster than 5mph on the school car park and driveway. Always be alert and look out for children leaving or going to their classes. Should 2 cars be unable to pass on the driveway, right of way is to be given to the car making an exit.

Publicity & Social Media

A teacher should:

- A teacher may seek publicity for his or her own services, and advertise their services, achievements and school in any way consistent with the dignity of the profession.
- A teacher should, under no circumstances, promote their services, or the services of another teacher, in such a way, or to such an extent, that amounts to harassment of the prospective pupil or parent.

- A teacher should 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.

- Promotional material may contain any factual statement, the truth of which a teacher is able to justify, but should not make any disparaging references to, or disparaging comparisons with, the services of others.

A pupil should:

- Not post inappropriate content on any TDS social media platform, or make negative or derogatory comments that may cause offense or upset.

- Not post TDS dance photographs with other pupils in shot without being given specific permission.

- A pupil should 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 the school.

- TDS posts must be true and justifiable, and should not make any disparaging references to, or disparaging comparisons with other dance schools or their pupils.

Parent/Guardians should:

- Be aware of what their child is posting and take measures to intervene should a post cause offense or upset.

- Not post TDS dance photographs with other pupils in shot without being given specific permission. Parents may not take photos or videos during our dance classes, unless invited by the teacher with consent from other parents eg Christmas class photo.

- A Parent/Guardian should 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 the school.

- Any argument as a result of pupils contacting each other by social media is not a matter for the teaching staff to deal with, but for the Parent/Guardian to sort out. This should be done in your own time and not on school premises.

Statutory Requirements

A teacher should:

- Ensure the provision of adequate public/products liability insurance and employer liability insurance.

- Comply with all the statutory requirements affecting the running of the business, including registration of names, income tax, value added tax and any other matter required by law.

- Comply with all statutory requirements affecting health and safety at work.

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

A pupil should:

- Behave responsibly when coming and going in the car park. Not wear dance shoes outside to avoid slips and trips. Wear hair in the correct style to avoid eye injury. Seniors should warm up and cool down in the changing room to avoid pulled muscles.
- Inform a teacher should an accident occur outside of the classroom.
- Discipline in class is very important to avoid physical injury whilst dancing.
- Understand that choreography learnt in class is the property of the teacher. They must ask permission before sharing or using a TDS dance for anything else eg GCSE dance.

Parent/Guardians should:

- Ensure the provision of correct uniform and footwear for each class, and dress their hair in the right style.
- Report any accident in the car park immediately.
- Take great care when coming and going from the school. Juniors and younger should always be accompanied in and out of the building and not allowed to run to or from your car to the main entrance. Transitions and above are deemed sensible enough to make their own way in and out, but this is at your discretion. Teachers are not responsible for delivering your child to your car.
- When music is sent home for exam practice, it must only be used for this purpose and not copied or shared.

Standards of Good Practice

A teacher should:

- Have written, clearly defined aims and objectives setting out the broad goals to be achieved by the school. A similar set of objectives will be stated which outline the benefits a pupil can expect to receive through the teaching staff's conscientious implementation of them. A teacher should have a written health and safety policy and child protection policy.
- Employ teaching staff with experience and qualifications appropriate to the levels and techniques to be taught. Student teachers should be trained and supervised to ensure maintenance of the school's teaching standards.
- Conform to sound business practice.
- Apply appropriate teaching aims and assessment procedures to students.
- Use adequate and flexible teaching skills to create a productive learning environment
- Communicate a love of dance and encourage the art of dance.
- Demonstrate professional attitudes, including punctuality, reliability and responsible care of students.

- Ensure that students and families have ample opportunity to communicate with their teachers.
- Encourage communication between student and him/herself and other students.
- Develop self-discipline and self motivation in the students.
- Transmit general concepts of movement in addition to those of a particular dance style.
- Develop in the students an appreciation of the characteristic style of each specific discipline taught.
- Recognise and develop each student's potential and offer appropriate guidance for further progress.
- Recognise physical differences and limitations and different learning styles, modifying the teaching and seeking advice where necessary. The teaching and choreography must be anatomically safe, and physical corrections must be attempted in a careful and sensitive manner.
- Uphold the rules of their dance teaching society/organisation.

A pupil should:

- Understand and enjoy the challenge of objectives and the broad goals to be achieved by their class each term.
- Work to the appropriate levels and techniques taught by the teachers.
- Develop a love of dance and enjoy the art of dance.
- Demonstrate good attitude, including punctuality, reliability and kindness to other students.
- Never be afraid to communicate with their teachers, either during a lesson, or outside of class.
- Encourage communication with other members of the school, both in your class and in other classes.
- Develop self-discipline and self motivation.
- Learn to appreciate the characteristic style of each specific discipline taught.
- Recognise and develop their potential and ask for appropriate guidance for further progress.
- Recognise physical differences and limitations, and seek advice when struggling.
- Uphold the rules of their dance school and set good examples to younger pupils.

Parent/Guardians should:

- Understand the levels their child's class is working towards, the benefits of a sound dance education, and the broad goals to be achieved by the school. Parents/Guardians should have read our written health and safety policy and child protection policy. These are available on our website.
- Appreciate that all our teaching staff are experienced and qualified appropriately to the levels and techniques to be taught. All Staff hold a current DBS.
- Support their child's love of dance and encourage the art of dance.

- Guide their child to develop a good attitude, including punctuality, reliability and to always show kindness to their fellow students.
- Feel able to communicate with their teachers. We are all very busy during teaching hours, but parents can always make an appointment to meet before or after classes if they need to talk. We are also contactable by email.
- Encourage communication between parents of other children in their class. This can lead to helpful arrangements such as car sharing, and very often to long standing friendships.
- Encourage self-discipline and self motivation in their children.
- Contact teachers for appropriate guidance for further progress regarding Workshops, Auditions, Further Education and Vocational Colleges. Never allow their child to take part in such an event without letting their teachers know.
- Recognise physical differences and limitations may effect their child. This does not mean their child cannot reach their potential.
- Physical corrections will be attempted in a careful and sensitive manner. Some children are very sensitive and can become upset at being corrected. Please explain to them how important it is that they take their corrections as constructive criticism and not as a personal offense. We value every child in the school and would never intend to upset them. If you can reinforce this idea at home we would be grateful.
- Uphold the rules of the school.

Data Protection (Staff only)

- TDS staff members are not at liberty to enter into conversation with or disclose any information relating to other Dance School students. Student's information is confidential and retained by the Dance School in accordance with our Data Protection Policy.
- A teacher should behave in accordance with sound data protection principles; currently these are the seven data protection principles of The GDPR Legislation 2018. This may include registering with the information commission. TDS is registered with the ICO.

The seven principles of the General Data Protection Regulation 2018 may be summarised as set out below:

- Lawfulness, fairness and transparency – “You must identify valid grounds under the GDPR (known as a ‘lawful basis’) for collecting and using personal data.”
- Purpose limitation – “You must be clear about what your purposes for processing are from the start.”
- Data minimisation – “You must ensure the personal data you are processing is:
 - * adequate - sufficient to properly fulfil your stated purpose;
 - * relevant - has a rational link to that purpose; and
 - * limited to what is necessary - you do not hold more that you need for that purpose”

- Accuracy –“You should take all reasonable steps to ensure the personal data you hold is not incorrect or misleading as to any matter of fact.”
- Storage limitation –“You need to think about - and be able to justify - how long you keep personal data. This will depend on your purposes for holding the data.”
- Integrity and confidentiality (security) –“You must ensure that you have appropriate security measures in place to protect the personal data you hold.”
- Accountability - “The accountability principle requires you to take responsibility for what you do with personal data and how you comply with the other principles.” Where records held are 100% manually (i.e. not on a computer) there is no need to register with the information commission. If any information is held electronically then notification (registration) may be required except where data held is health-related when notification is compulsory.

WEBSITES

www.cdmt.org.uk

www.istd.org

www.ico.org

www.qca.org.uk

www.tinasdancestudios.co.uk



The image shows a promotional graphic for Tina's Dance Studios. On the left is a red vertical banner with the studio's logo, which includes a silhouette of a dancer, the text 'EST 1950', 'TINA'S DANCE STUDIOS', and the tagline 'WHERE CHILDREN LOVE TO DANCE'. On the right, a light grey background contains contact details with corresponding icons: a magnifying glass for the website, a telephone for the phone number, a Facebook 'f' icon for the name, an Instagram camera icon for the handle, and a Twitter bird icon for the handle.



Imperial Society of
Teachers of Dancing



Recognised Awards Scheme: Recognised School