

## Code Of Conduct - Students

Allstar Dance Company aims to promote an inclusive, supportive and happy environment for children, young people and adults alike. We therefore expect everyone follow these principles and procedures to ensure this desired environment is maintained.

### Students

We expect ADC students to follow and adhere to the following principles whilst at Allstar Dance Company. If ADC determine any breach of the below to be of a serious nature e.g bullying - students will be suspended from attending ADC with immediate effect.

#### Students therefore must:

- Wear suitable clothing for dancing
- Bring at least a bottle of water to any ADC Classes
- Make ADC a FUN place to be - for everyone!
- Give any ADC class 100% effort
- Practise any material at home if required (for shows etc.)
- Be loyal and give friends a second chance
- Be friendly and welcoming especially to new students/participants
- Be supportive and loyal to other students/participants
- Always include everyone and do not isolate anyone
- During ADC games & activities: play fairly and respect winners if you lose
- Take care of any equipment/belongings that do not belong to you
- Respect all peers, adults and ADC staff regardless of: age, gender, ability, race, cultural background, religious beliefs or sexual orientation/identity
- Respect the instructions and decisions of adults and ADC Staff
- Help those who are sad or distressed
- Report inappropriate behaviour immediately to an adult, DSO (Designated Safeguarding Officer – Abi Beeley Braddock) or ADC Staff
- Not use phones during teaching (unless told otherwise by ADC staff member)
- Not bully, make inappropriate remarks, be violent or aggressive to anyone - this includes any of these actions over the internet/online
- Not leave any premises during a class without adult or staff permission
- Not use bad language
- Not get involved in inappropriate peer pressure or pressure anyone else
- Not inappropriately disrupt any ADC Class
- Not smoke or consume any alcohol or drugs at any class venue or whilst representing ADC

#### Students have the right to:

- Be safe and happy in their chosen activity
- Be listened to
- Be respected and treated fairly
- Privacy
- Enjoy ADC in a protective environment (within reasonable control)
- Be referred to professional services for help if needed
- Be supported regardless of personal background
- Be protected from abuse by other ADC students/members or outside sources as per the ADC Safeguarding & Child Protection Policy
- Participate on an equal basis, appropriate to their ability
- Experience competition and the desire to win
- Be believed
- Ask for help
- Have any concerns taken seriously and acted on

## Code Of Conduct – Parents/Legal Guardians

Allstar Dance Company aims to promote an inclusive, supportive and happy environment for children, young people and adults alike. We therefore expect everyone follow these principles and procedures to ensure this desired environment is maintained.

### Parents/Legal Guardians:

Parents/Legal Guardians play a pivotal role in the development of their child through encouragement, belief and support. To ensure students get the maximum from ADC classes, we ask all parents/legal guardians to follow these principles.

### As parents/guardians, you are expected to:

- Positively reinforce your child & show interest in their chosen activity
- Do not push them into activities they do not want to do
- Detail all medical information during registration
- Inform any changes in medical info to ADC immediately
- Ensure that contact details are always up to date
- Ensure our 'Terms & Conditions' have been read - T&C's are automatically agreed to if a child is enrolled to a ADC class
- Adhere to all ADC policies/conditions
- Be on time for drop-off and collection
- Inform ADC staff if your child is to be collected early or by another responsible adult
- Ensure your child has the correct clothing and refreshments at class
- Inform ADC immediately if your child has any contagious illness and refrain from allowing your child to attend until well again
- Ensure your child always wears appropriate footwear
- Ensure that your child understands their code of conduct above
- Encourage your child to play by the rules
- Behave responsibly during any class, event or show
- Be respectful to other parents
- Be realistic & supportive - teach them that they can only do their best
- Accept and respect the decisions/instruction of ADC staff
- Be patient and supportive with any sign-in and sign-out procedure in place at any ADC class, event or show
- Inform ADC if your child will not be returning to class
- Be aware that it is sometimes necessary for instructors to professionally use physical contact for the purposes of movement and posture improvement/instruction
- Discuss any concerns or queries with a member of ADC staff only

### Parents/guardians have a right to:

- Be assured that your child is safeguarded as per the ADC Safeguarding & Child Protection Policy during their participation
- Be informed of problems or concerns relating to your children
- Be informed immediately if your child is injured
- Discuss any specific requirements etc. with a member of ADC staff
- Have your consent sought in advance for: trips, photography and any other activity or action carried out in relation to Allstar Dance Company
- Contribute as you see fit and volunteer only if you wish
- Have any concerns about any aspect of your child's welfare listened to responded to

## Code Of Conduct – Staff/Volunteers

Allstar Dance Company aims to promote an inclusive, supportive and happy environment for children, young people and adults alike. We therefore expect everyone follow these principles and procedures to ensure this desired environment is maintained.

### Staff/Volunteers:

ADC staff or any helpers/volunteers are effectively role models for every child or adult who attends any class. It is therefore essential that the following principles are followed to ensure not only the safety of students but the development and progression of students also.

### Staff/Volunteers are therefore expected to:

- Ensure the safety of all children by providing effective activity supervision\* during class
- Make the class/offering FUN!
- Consider the well-being and safety of participants at all times
- Be a role model, displaying a consistently high standard of behaviour and appearance
- Be disciplined, committed and timely
- Take time to explain routines/techniques
- Respect and listen to the opinions of students
- Encourage and guide participants to accept responsibility for their own performance and behaviour whilst attending ADC
- Treat all young people fairly and ensure they feel valued
- Be positive, approachable and offer praise at all times
- Promote team work to stimulate collaboration between students
- Encourage all children not to discriminate on any grounds including: religious beliefs, race, gender, social classes or lack of ability
- Ensure the rights and responsibilities of students are enforced as highlighted above within the 'Students' Code of Conduct
- Administer first aid appropriately
- Have access to a telephone/mobile phone for immediate contact to emergency contacts/services if required
- Assume consent to provide first aid to any child, young person or adult who is unconscious or unresponsive
- Maintain confidentiality about sensitive information (unless such information is detrimental to the well-being of the student)
- Not abuse members on any level
- Not engage in any relationship with any young person attending classes
- Report Incidents (including abuse) and accidents to management of Allstar Dance Company, who must take record and involve any professional service as necessary using the ADC Safeguarding and Child Protection Policy
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour
- Never use sanctions that humiliate or harm young people
- Never condone rule violations, rough play or the use of prohibited substances
- Refrain from smoking and consumption of alcohol during classes or offerings

### Staff/Volunteers have a right to:

- Work within a safe, fun and supportive environment
- Receive support in any circumstances
- Access to available professional support services
- Discuss any issues/concerns or queries directly related to Allstar Dance Company with management
- Be protected from abuse by students, other staff and/or parents
- Not to be left vulnerable when working with children
- Appropriately exclude students from activities especially if a student is jeopardising the safety and/or well-being of any staff and/or students
- Report inappropriate behaviour to parents
- Request that a repeatedly disruptive student is removed from a class

