



Policy Documents & Procedures

Code of Professional Conduct & Practise

OUR CODE OF PROFESSIONAL CONDUCT AND PRACTISE HAS BEEN ENDORSED BY THE COUNCIL FOR DANCE EDUCATION AND TRAINING (CDET). IT IS THE GUIDE WE ISSUE TO OUR TEACHERS ALL OF WHOM SIGN AND ACCEPT THESE PRACTICES BEFORE STARTING WITH US, & MUST CONTINUE TO UPHOLD THROUGHOUT THEIR WORKING TENURE WITH US.

Principal: Lucy Merrett (01622 277027)

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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.

Strive for objectivity in all professional and business judgements.

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

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

Prioritise timekeeping and punctuality in all matters (both in arrival to class, class changeovers and vacation of the studio at the end of the teaching block) and understand it's inherent implications should timings not be acutely observed.

Integrity

A Teacher Should:

Uphold & enhance the good standard and reputation of the profession & of Flair.

Work in a collaborative & co-operative manner with other dance professionals & organisations.

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

Objectivity

A Teacher Should:

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.

Competency

A Teacher Should:

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

Assist professional colleagues, in the context of his or her 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 his or her individual awarding body(ies) and/or employers.

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:

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

Justify student trust and confidence.

Confidentiality

A teacher should 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 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.

Publicity

A teacher may seek publicity for his or her own services, and advertise his or her services, achievements and school in any way consistent with the dignity of the profession.

A teacher should, 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 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.

Statutory Requirements

A Teacher Should:

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

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.

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.

Health and Safety

A Teacher Should:

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

Be aware of developments in Child Protection legislation and undertake Disclosures & Barring Service (formally Criminal Records Bureau) enhanced disclosures as required.

Ensure that teaching facilities are adequately maintained and provide:

Suitable flooring appropriate to the technique taught, with a clean, safe surface; to minimise the risk of injury; Adequate heating levels and ventilation; Suitable, secure and safe area for changing.

Abide by Health and Safety statutory legislation requirements, understand his or her responsibility in case of a medical emergency and keep records in an accident book.

Ensure that all fire regulations are displayed and adhered to.

Standards of Good Practice

Principals Will:

Have written, clearly defined aims and objectives setting out the broad goals to be achieved by the individual or 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 injury prevention 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.

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

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

Individual Teachers Will:

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

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

Demonstrate professional attitudes, including punctuality, reliability and responsible care of 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 terms & conditions, ethos and values of Flair Performing Arts.

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

A teaching name should not be misleading.

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

Data Protection

A teacher should behave in accordance with sound data protection principles; currently these are the eight data protection principles of The Data Protection Act 1998. These principles are summarised in Appendix A overleaf.

Appendix A

The eight principles of the Data Protection Act 1998

The eight principles of the Data Protection Act 1998 may be summarised thus. All data recorded by dance teachers concerning individuals with whom they come into contact (be they child or adult) must be:

1. Fairly and lawfully processed.
2. Processed for limited purposes.
3. Adequate, relevant and not excessive.
4. Accurate.
5. Not kept longer than necessary.
6. Processed in accordance with the data subjects' rights.
7. secure.
8. Not transferred to countries outside the European Economic Area (EEA) without adequate protection.

In certain circumstances (but not all) dance teachers need to register with the Information Commission. However all dance teachers, must comply with the eight principles of the Data Protection Act 1998.

A dance teacher who holds personal data on computer or other electronic means may be required to register with the Information Commission depending on the data held and the purpose/s for which it is held. If, for example, personal data is only stored for the dance teacher's accounting purposes and record keeping then it might be that registration is not required. This should always be confirmed with the Notification helpline on 0303 123 1113 or www.ico.gov.uk.

A dance teacher who holds any health-related information electronically (e.g. on a computer, word processor etc) must, without exception register with the Information Commission.
Information Commissioner's Website: www.ico.gov.uk Notification helpline: 0303 123 1113