

## Code of Conduct

Clee Academy of Dance recognises that to make children feel valued and to enhance the learning and development of those who attend our dance school, a positive and effective partnership with parents/carers is essential and will be encouraged at all times.

Clee Academy of Dance will strive to provide a safe, welcoming and happy environment for the children and families that access our service. We firmly believe that by working together parents/carers and educators can provide long lasting and beneficial effects on the children's learning and emotional wellbeing.

Our code of conduct is to be used as a guide for all parents/carers, volunteers, staff, extended family, visitors and professionals who access the dance school.

Clee Academy of Dance places great value on:-

- Providing an open and welcoming environment where everyone's contribution is not only valued and respected but positively encouraged.
- Promoting positive attitudes to diversity and difference within all children, helping them to learn and to value different aspects of their own and other people's lives.

To ensure the smooth running of the dance school, due regard should be given to the following procedures.

- Health and Safety – Our policies and procedures are always available in the dance school and copies are available on request. New parents will be informed of all policies and procedures upon enrolment of their child/children. Compliance with all policies and procedures is essential.
- Communication – Is key to avoiding misunderstanding and potentially volatile situations. We encourage a culture of polite consideration toward others using acceptable verbal and nonverbal language. At no time will aggressive or offensive language be acceptable from any one whatever the circumstances may be.
- Discipline issues with the children are the responsibility of the staff and as such any concerns about behaviour should be referred to the directly. Children's behaviour should only be discussed within the confines and privacy of the dance school. At no time will staff members be permitted to raise their voice whilst disciplining a child.
- Respect – We are an inclusive dance school and we celebrate diversity. Everyone is valued and respected and we aim to promote positive attitudes to diversity and difference within all people.
- Confidentiality – Is paramount and everyone is expected to comply with the dance school's confidentiality policy. Please respect the confidential nature of information gained or behaviour observed in relation to other children and adults.

- Conduct – Always act in the best interest of other people.

For this policy to be effective everyone concerned must take ownership and assume responsibility of it. To ensure this happens:

**The Management will endeavour to**

- Abide by the standards of conduct as set out in this policy.
- Display a copy of this policy making parents/carers aware of its importance and the implications of not abiding by it.
- Review this policy at; east once a year or as when required with the involvement and inclusion of management, staff and parents/carers.

The staff will endeavour to

- Abide by the standards of conduct as set out in this policy.
- Respect individual needs and value the cultural practises and beliefs of the children and families that use our service.
- Work with colleagues, management and parent/carers to provide an environment that encourages positive communication and feedback. Your views and opinions are valuable in enabling us to evaluate our service.
- Act as positive role models at all times.
- Provide policies and procedures to ensure that parent/carers helping out are not left alone with a child and are not placed in situations where they may feel awkward.

Parent/Carers will endeavour to

- Abide by the standards of conduct as set out in this policy.

Breach of Code of Conduct

Any breach of the code of conduct will be treated promptly and taken very seriously. The management will endeavour to determine the appropriate course of action which may include, but is not limited to, any of the following procedures.

- A first and final warning, meeting/letter being issued to inform the relevant person of the outcome of the investigation and that another breach of conduct will not be tolerated.
- Restraining orders being sought against the relevant person, which will in effect, prevent that person from attending the dance school even to drop off or pick up children.
- The suspension or the possible permanent withdrawal of a child's place. This action will only be taken if all other avenues have been explored and the management feel that this is the only possible course of action left open to them.

If the staff are presented with a difficult or volatile situation and feels that an individual is at immediate risk of harm, then the police will be contacted, and their assistance requested to help deal with the situation.

This policy has taken into consideration the following legislation.

- Child Wellbeing and Safety Act 2005
- Children, Youth and Families Act 2005
- Children's Services Act 1996
- Disability Discrimination Act 1992
- Equal Opportunity Act 1995
- Human Rights and Equal Opportunity Commission Act 1996
- Occupational Health and Safety Act 2005
- Sex Discrimination Act 1984
- Work Place Relations Act 1996

*This policy has been adopted by Clee Academy of Dance*

*Signed on behalf of the dance school by:*

*Beverley D Wade Principal/Owner*

*Dated 21.05.2018*

*Review Date 21.05.2019*