



## Leicestershire Arts Dance Activate Standard of Conduct and Professional Practice

### **Fundamental Principle:**

Dance Activate expects all engaged teachers and artists to behave with integrity through honesty, fair dealing, courtesy and consideration for other dance professionals, organisations and Dance Activate members (pupils) and their families.

### **1. Integrity**

- Uphold and enhance the good standard of the profession and the quality of training at Dance Activate
- Do not accept a teaching engagement or undertake work with Dance Activate, or elsewhere, without the relevant and appropriate level of competence.
- Work in a collaborative way with other Dance Activate engaged teachers and artists, dance professionals and other organisations.
- Always act in such a manner as to promote and safeguard the interests and well being of Dance Activate members.

### **2. Objectivity**

- Work in an open and co-operative manner with Dance Activate members and families, treating them fairly and equally at all times
- Ensure that Dance Activate members are not discriminated against on the grounds of sex, race, colour, religion, age, disability, national or social origin or other status

### **3. Competence**

- Maintain up to date skills, knowledge and understanding relevant to the profession and be able to teach and demonstrate dance and movement effectively.
- Transfer skills and knowledge through teaching that is of a consistently high standard and encourage Dance Activate members to have high aspirations and expectations.
- Engage in Continuing Professional Development in order to maintain up to date knowledge and skills to respond to developments at Dance Activate and the dance profession as a whole.

### **4. Professionalism and Standards of Teaching**

- Do not use any title, description or designatory letters to which he/she is not entitled
- Demonstrate professional attitudes, including punctuality, reliability and responsible care of Dance Activate members.
- Set a good example at all times as a role model of good and professional conduct, behaviour and use appropriate language at all times
- Communicate a love of dance, encourage the art of dance, develop self-discipline, and recognise each Dance Activate member's potential offering appropriate guidance for further progress.
- Transmit the general concepts of movement of a particular dance style so that Dance Activate members appreciate the characteristics and style of each discipline taught.
- Recognise physical differences and limitations and different learning styles, modifying teaching and seeking advice where necessary.
- Ensure that Dance Activate members have the opportunity to communicate regarding their learning and use flexible teaching skills to create a productive learning environment
- Teaching and choreography must be anatomically safe, and physical corrections must be attempted in a careful and sensitive manner.
- Have clearly defined aims/lesson plans setting out the broad goals of achievement and assessment methods that will be applied during each term and provide a copy of each to Dance Activate

### **5. Publicity**

- Under no circumstances, promote his or her services, or the services of another teacher, in such a way that amounts to harassment of a Dance Activate member or parent.
- Must not publish, or cause to be published, any notice, newspaper, advertisement or any other matter which may damage the standing of Dance Activate, the profession or the reputation of another teacher or artist.
- Should not make any references that may be considered disparaging to the services of other dance organisations, teachers or artists.

## 5. Statutory Requirements:

- Ensure the provision of adequate public liability insurance and employer liability insurance.
- Comply with all the statutory requirements affecting the running of the Dance Activate, including registration of names, invoicing and reporting of any incident.
- Comply with all statutory requirements affecting health and safety at work. (See Health & Safety below and separate H&S guide for Dance Activate engaged teachers and artists)
- Comply with Dance Activate General Code of Conduct and Child Protection Policy (see separate policies)
- Ensure compliance with the law with regard to copyright, recording, public performance and other matters concerning printed matter and recorded music
- Behave in accordance with sound data protection principles; currently these are the eight data protection principles of The Data Protection Act 1998. The eight principles of the Data Protection Act 1998 are summarised below and cover all data recorded by dance teachers concerning individuals with whom they come into contact (be they child or adult)
  - Fairly and lawfully processed
  - Processed for limited purposes
  - Adequate, relevant and not excessive
  - Accurate and up to date
  - Not kept longer than necessary
  - Processed in accordance with the data subject's rights
  - Held securely
  - Not transferred to countries outside of the European Economic Area (EEA) without adequate protection

Leicestershire Arts Dance Activate is registered for Data Protection purposes with the Information Commissioner's Office. [www.ico.gov.uk](http://www.ico.gov.uk) Notification helpline: 01625 545740.

## 6. Child Protection:

Any complaints of suspected abuse will be taken seriously and acted upon immediately. The Director will be informed and will ensure that appropriate steps are taken by way of reporting and consultation. Teachers must record the details as follows:

- The child/young person's name and contact details
- Date, time and place of incident
- What took place and what is alleged
- What was said or done by those involved
- Who was involved and who witnessed the incident, including contact details
- Whether parents have been involved in any discussions

Full information is available in the Dance Activate Child Protection Statement and Code of Conduct, which must be read alongside this document.

## 7. Health and Safety

- Classes must be of a size appropriate to the levels and techniques being taught and the space being used. Dance Activate members should be of compatible age and/or standard.
- Maintain awareness of developments in Child Protection legislation and undertake Criminal Records Bureau enhanced disclosure as required.
- Ensure that teaching facilities have been adequately maintained e.g. 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 the supplied Dance Activate accident book.
- Ensure all Dance Activate members are notified of procedures in the event of fire or evacuation of the buildings.
- Ensure fire regulations are displayed and adhered to by all.

Full information is available in the Dance Activate Health and Safety Guidelines and must be read alongside this document.