

HINTERLAND DANCING ACADEMY

Code of Conduct

1. VALUES AND PRINCIPLES

Hinterland Dancing Academy (“HDA”) is committed to the protection of children and young people who attend our classes. Our employees, students and volunteers will treat children and young people with respect and understanding at all times. We will take all reasonable steps to keep safe from harm children and young people in our care (“our students”).

HDA recognizes that it is a privilege to work with children and young people and that it is also a great responsibility. Parents / guardians trust HDA to look after their children, to care for them, give them leadership and keep them safe from harm. HDA endeavours to safeguard our students by:

- a) Ensuring that our staff and volunteers are aware of the HDA Risk Management Strategy;
- b) Ensuring compliance by our staff and volunteers with this Code of Conduct;
- c) Ensuring that our staff and volunteers respond appropriately should abuse be discovered or disclosed and that any reported incidents of abuse are fully recorded;
- d) Disseminating information to our students, parents and guardians, staff and volunteers about child protection and good practice with children and young people;
- e) Establishing clear procedures for dealing with complaints and concerns;
- f) Ensuring that recruitment and selection of staff and volunteers is rigorous, clear, fair and reasonable;
- g) Providing effective management for our staff and volunteers through supervision, support and, where necessary, training and guidance.
- h) Monitoring and reviewing the HDA Risk Management Strategy from time to time.

2. REFERENCES AND RELATED DOCUMENTS

Commission for Children and Young People and Child Guardian Act 2000 and regulations
Child Protection Act 1999

Child Protection Policy of the Royal Academy of Dance (London)

The Code of Conduct and Professional Practice For Teachers Registered with the Royal Academy of Dance

Risk Management Policy

Risk Assessment Plan

Working with Children Policy

GCAC Concert Policy

3. DEFINITIONS

- a) “**student**” means a child under the age of 18 years or a young person enrolled with HDA;
- b) “**designated officer**” means Annette Ashenden or, in her absence, Robert Coddington
- c) “**harm**” to a student, is anything that causes a detrimental effect of a significant nature on the student’s physical, psychological or emotional well being. It is immaterial how the harm is caused.

Harm can be caused by:-

- i) physical, psychological or emotional abuse or neglect; or
- ii) sexual abuse or exploitation;

(Section 9 Child Protection Act 1999)

- d) **“inappropriate behaviour”** means any behaviour by a staff member perceived by a student as being inappropriate;
- e) **“Incident Report Form”** means the form attached as Annexure A to the Risk Management Policy;
- f) **“HDA Risk Management Strategy”** means this Code of Conduct, the Risk Management Policy; Risk Assessment Plan; Working with Children Policy and the GCAC Concert Policy
- g) **“RAD”** means the Royal Academy of Dance in London;
- h) **“relevant legal officer”** means a person authorized under the *Child Protection Act 1999* or a police officer.

4. APPLICATION OF THIS CODE OF CONDUCT

This Code of Conduct applies to all our staff and volunteers and any other individuals who come into contact with our students, whether as part of their administrative, teaching, examining or ancillary duties.

5. PRINCIPLES

- a) Annette Ashenden is a registered teacher with the RAD. All registered teachers are bound to comply with the RAD’s standard of conduct and professional practice. Consequently, HDA regards itself bound to comply with those same standards and practices.
- b) HDA expects all staff and volunteers to behave with the utmost integrity in all their dealings with students and their parents or guardians through honesty, courtesy, fairness and consideration for others.
- c) All staff of HDA must maintain up-to-date knowledge, understanding and skills relevant to the dance classes they are teaching and be able to teach them effectively. Teaching must consistently be of a high standard so that it encourages students to have high aspirations and expectations. Included in this up-to-date knowledge is a sound knowledge of safe practice in different dance contexts.
- d) All staff and volunteers must always behave in a professional manner towards both students and their parents or guardians. They must work in a positive and cooperative manner, engage in reflective practices and seek to avoid discrimination against any individual based on nationality, race, gender, sexual orientation, age, disability, religion etc.
- e) HDA is committed to creating an environment that enables our students to learn and develop in a safe, understanding and encouraging environment.

6. STANDARDS OF BEHAVIOUR EXPECTED

HDA expects all staff and volunteers, at all times, to remember that they are working with children and young people and should be mindful of the vulnerabilities and sensitivities associated with children and young people.

HDA expects staff and volunteers to comply with the standards of behavior required by the RAD. These standards require staff and volunteers:

- a) To treat students equally and with respect and dignity and to behave in a civilized and polite manner.
- b) To provide an example of good conduct and be an excellent role model at all times. (This includes refraining from smoking, drinking alcohol or swearing in the company of students.)
- c) To build balanced relationships with all students and not have inappropriate physical or verbal contact with students.
- d) To give enthusiastic and constructive feedback and not negative criticism. In particular staff and volunteers should not show favouritism, resort to bullying tactics or reduce a student to tears as a form of control.
- e) To ensure that whenever possible there is more than one adult present during activities with students, or at least that they are within sight or hearing of others.
- f) To recognize the developmental needs and capacity of students, avoid excessive training and not push them against their will.
- g) To put the welfare of each student ahead of achieving goals.
- h) To challenge inappropriate behaviour and report all allegations and suspicions to the designated officer and / or relevant legal officer.
- i) To record any injury that occurs, along with details of any treatment given, on an Incident Report Form.
- j) To provide guidance and support to inexperienced staff and volunteers.
- k) Not to jump to conclusions about others without checking the facts.
- l) Not to exaggerate or trivialize child abuse issues.
- m) Not to engage in any inappropriate behaviour not already mentioned in this paragraph.
- n) Not to take a chance when common sense, policy or practice suggests another more prudent approach.

7. PHYSICAL CONTACT

- a) Staff and volunteers should respect a student's right to personal privacy and encourage concern for others, especially where unsound or inappropriate behaviour is concerned.
- b) Staff and volunteers may from time to time be required to undertake tasks of a personal nature for students (such as assist with dressing and visits to the toilet). In performing these tasks staff and volunteers should be responsive to the student's reactions and avoid doing the tasks if the student can do the tasks themselves. Where a student is fully dependent on help, explain to the student what you are going to do and why, and give the student choices where possible.
- c) Staff and volunteers should ensure that any form of physical interaction, if required, is always appropriate to the situation and never against a student's will.
- d) During a class, physical contact should occur for correctional purposes only. Staff should ask permission from the student before physical contact is made.
- e) Staff and volunteers should be aware that it is possible to have actions misinterpreted, no matter how well intentioned.

8. LANGUAGE

- a) The use of inappropriate language or comments to or about students or other workers or parents and guardians is not acceptable.
- b) Staff and volunteers should not make suggestive or derogatory remarks or gestures to or in front of students or be drawn into inappropriate attention seeking behaviour.

9. IMPLEMENTATION OF THE CODE OF CONDUCT

- a) This Code of Conduct will form part of the contractual arrangements between HDA and all new staff. It will be given to all existing staff and to volunteers prior to their commencing any volunteer work for HDA. It is also accessible to staff and volunteers on HDA's website
- b) All staff and volunteers are expected to understand the nature of this Code of Conduct and agree to abide by it.
- c) Parents and students are given a CD containing copies of the HDA Risk Management Strategy at registration (which includes this Code of Conduct) and may access it at the HDA website.

10. BREACHES OF THE CODE OF CONDUCT

HDA considers it an extremely serious matter if a staff member or volunteer breaches any of this Code of Conduct. Where a breach occurs the procedure set out in the Risk Management Policy will apply.

11. CONFIDENTIALITY

All matters relating to the behaviour of staff, volunteers and students (including any alleged breaches of the Code of Conduct) should be kept confidential and not disclosed to the media or any third party without the prior written consent of Miss Annette.

It will be considered a breach of this Code of Conduct to disclose any matter relating to HDA to the media otherwise than in accordance with this clause.

12. EVALUATION AND REVIEW

It is the responsibility of Annette Ashenden to review this Code of Conduct.

Should any of our staff, volunteers, students or parents want to comment or suggest changes to the Code of Conduct, they should put their comments or suggestions in writing and give them to Annette Ashenden.

This Code of Conduct will be reviewed periodically and will be updated as necessary. Any changes to the policy will be made available at registration in the following year or through periodic newsletters to students and parents or guardians.

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