

Salisbury Dance Studios Code of Conduct

For all students, adults, parents and guardians at Salisbury Dance Studios (SDS)

The aim of Salisbury Dance Studios is to ensure that all students & adults experience dance in a fun, friendly, positive, and safe environment. To achieve this, please take note of the following guidelines:

Safeguarding.

Salisbury Dance Studios have a duty of care to provide a safe environment and to promote the health and well-being of students under the age of 18 years and adults at risk. Salisbury Dance Studios will take all reasonable steps to ensure that safeguarding and promoting the welfare of students and vulnerable adults is embedded in our contact with them through the training and activities we provide.

Rules and Regulations.

Pupils & adults are expected to behave in an orderly, civilised, and well-mannered way and to show respect to their teachers, assistants and other students when attending Salisbury Dance Studios. Failure to comply with the rules and regulations may result in withdrawal. **Bullying is not tolerated at Salisbury Dance Studios.**

Any student unable or unwilling to benefit from the education provided at the school may be asked to withdraw from the school after reasonable notice.

Any incident reported to the Principals of SDS may result in being suspended, with the possibility of being fully withdrawn from the Dance School. Serious incidents may result in immediate withdrawal from the Dance School.

Duty of Care Drop off/collection.

Salisbury Dance Studios' Duty of Care to students under the age of 18 years old stops once the student has left the premises. (Door at top of stairs.)

We strongly recommend to parents and guardians that students under the age of 12 years are physically dropped off & picked up from the reception area of the Dance Studios.

Parents & guardians of children under the age of 6 years old MUST remain on the premises while their child (ren) are dancing.

Mobile Phones

The use of mobile phones, especially filming, in the changing rooms, is strictly prohibited. In the past, people have used apps such as FaceTime to make calls in the changing areas which has led to complaints and concerns about privacy. Students are not permitted to bring phones into the studios UNLESS asked by the teacher.

Visual and Social Media

Salisbury Dance Studios will not publish or post any images (static or moving) of students under the age of 18, across any of our online channels without prior written consent (and then with minimal personal information).

We ask that all parents, guardians, and students ensure that they use social media and the internet in a safe and positive way.

This includes the way in which Salisbury Dance Studios is represented when posting, commenting, and blogging on any website.

We reiterate that this includes not taking and sharing pictures of others without their permission.

Visual and Social Media (cont)

We have the following advice for staff, students, adults, parents, guardians:

Teachers / Staff

- Do not accept friend requests from current pupils, or ex-pupils under the age of 18.
- Exercise caution in deciding what to share on social media.
- Only post things that they would be happy to be associated with as dance teacher.
- Use the tightest privacy settings possible.
- Be careful about how they communicate with students and parents and to always be respectful, polite and patient.
- Communicating with parents via social media or via personal mobiles should be minimised, instead using school email address and telephone numbers on the website.

Parents/carers are requested to:

- Not post photos, videos or make comments on social media that include or name other students at the school.
- Discuss any queries or complaints directly with the Principals, rather than discussing concerns with other parents on group chats or on social media. We kindly ask that any queries, concerns or complaints are raised directly.
- Not post anything unkind about the school or any member of its students and/or staff.

Data Protection Policy

SDS staff members are not at liberty to disclose any information relating to other students. Student information is confidential and retained in accordance with the Data Protection Policy.

Dance Fees

Fees need to be paid termly in advanced. A term's notice is required when withdrawing from class(es).

Punctuality

It is vital that students arrive on time, so that the lesson can commence on time. Those arriving late for the start of the class may miss important information and arriving late may disrupt the lesson, distracting the learning of others. Admittance after the class has begun is at the teacher's discretion

Attendance

Regular attendance is extremely important. If students do not attend on a regular basis, then the development of the class and the individual student will be affected. Students' attendance will be monitored as they prepare for their examinations and assessments, and those who fail to attend classes and additional lessons may be withdrawn, including from examination entry if applicable.

Uniform

It is extremely important that students are dressed in the set uniform to be able to work correctly and safely in class, and to present a neat and elegant appearance. All ballet students from Babes and above should have their hair in a classical ballet bun.

Modern, Jazz & Tap students are required to have hair securely tied back off the face and from Grade 4 upwards to be in a classical ballet bun.

Changing Rooms

Students should change in the designated changing areas and NOT the general Reception area. Adults are reminded to use the reception area for waiting and working and NOT the changing area.

Personal Property

Students should make sure that they always keep their valuable personal items with them. We cannot be held responsible if items go missing.