



## Code of Conduct for Staff and Volunteers

The Dance Shed teachers and volunteers are expected to:

- Ensure the safety of all children by providing effective supervision, proper pre-planning of teaching sessions, using safe methods at all times.
- Consider the well-being and safety of participants before the development of performance.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Treat all young people fairly and ensure they feel valued. Have no favourites.
- Encourage all children not to discriminate on the grounds of religious beliefs, race, gender, social classes or lack of ability.
- Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour.
- Appreciate the efforts of all young people.
- Be positive, approachable and offer praise to promote the objectives of The Dance Shed at all times.
- Not let any allegations of abuse of any kind or poor practice to go unchallenged or unrecorded. Incidents and accidents to be recorded in the line with The Dance Shed's procedures. Parents will be informed.
- Never use sanctions that humiliate or harm young people.
- Report accidents or incidents of alleged abuse or poor practice to the designated person.
- Administer minor first aid in the presence of others and where required refer more serious incidents to the club "first aider".
- Have access to telephone for immediate contact to emergency services if required.
- Not abuse members physically, emotionally or sexually.
- Not engage in a sexual relationship with a young person for whom they are responsible.
- Maintain confidentiality about sensitive information.
- Respect and listen to the opinions of young people.
- Take time to explain coaching techniques to ensure they are clearly understood.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Be a role model, displaying consistently high standard of behaviour and appearance (disciplined/committed/time keeping).
- Refrain from smoking and consumption of alcohol during club activities or teaching sessions.
- Never condone rule violations, rough play or the use of prohibited substances.
- Not spending excessive amounts of time alone with children unless there are exceptional circumstances
- Not administering First Aid involving the removing of children's clothing unless in the presence of others.
- Hold appropriate valid qualifications and insurance cover.
- Make the classes fun.

Staff and volunteers have the right to:

- Support in the reporting suspected abuse or poor practice.
- Fair and equitable treatment by The Dance Shed
- Be protected from abuse by children, other adult members and parents.
- Not to be left vulnerable when working with children.

Any minor misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Serious or persistent breach of the code will result in disciplinary action and could lead to dismissal from The Dance Shed.

### **Emergency action and first aid**

All teachers should be prepared with an action plan in the event of an emergency and be aware of our First Aid Procedures.

This will include:

- Access to First Aid equipment
- Telephone contact if the participant is a minor
- Telephone contact to the Emergency Services