



## **Code of Conduct**

**For all students, parents, and guardians at BE.Dance- expectations in respect of pupils admitted to the Dance School.**

The aim of BE.Dance is to ensure that all students experience dance in a fun, friendly, positive and safe environment. In order to achieve this, please take note of the following guidelines.

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

### **Rules and Regulations**

#### **Customer Incidents**

Aggressive, abusive or anti-social behaviour is not tolerated from customers or students in any part of the premises or at any time, whether toward BE.Dance staff, visitors or other BE,Dance customers or students.

Any customer incident reported to management may result in their place being suspended, with the possibility of being fully withdrawn from BE.Dance. Serious incidents may result in immediate withdrawal from BE.Dance.

#### **Punctuality**

It is vital that students arrive in good time. Those arriving late for class they may miss important information, necessary dance warm-ups and impede the learning of others.

#### **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. We regret that it is not possible to make up missed classes by attending another class for which you are not registered.

#### **Discipline**

Pupils 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 BE.Dance. Failure to comply with the rules and regulations may result in withdrawal. Bullying is not tolerated at BE.Dance.

#### **Uniform**

Whilst BE.Dance does not have a set uniform, it is extremely important that students arrive dressed and ready for class in appropriate dancewear in order to be able to work correctly and safely in class. Jeans are not acceptable dancewear.

BE.Dancewear can be purchased from the teachers.

All students (if hair length permits) should have hair tied back for class.

### **Changing**

Should there be a need to change clothing during the course of their class, then BE.Dance staff will assist with getting the student changed in a safe environment.

### **Mobile phones**

The use of mobile phones in class is strictly prohibited and phones should be switched to silent in order not to disturb the class.

### **Drop off/collection**

Parents and guardians are asked to drop off students directly before the start of their class and to supervise them until the class time.

### **Personal Property**

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

### **Remuneration and fees**

As per our Terms and Conditions, fees must be paid before the first class of each term. Failure to do so may result in withdrawal.

### **Safeguarding**

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

BE.Dance believes that the welfare of the child is paramount, and that all children and vulnerable adults regardless of age, disability, gender, race, sexual orientation or identity, or religious belief have the right to equal protection from all types of harm or abuse.

BE.Dances Safeguarding Policy can be found when completing the registration form online or requested from a BE.Dance Director.

All BE.Dance staff, customers and students are expected to comply with BE.Dances safeguarding policy. Failure to do so may result in withdrawal. Please report any concerns or incidents to the Directors.

### **Data Protection Policy**

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

BE.Dances Privacy Policies and Terms and Conditions and can be found on the website.

## **Health and Safety**

- • A record of anyone who has taken in class is kept on our online registers.
- • Students should wear shoes at all times when walking around the building and make sure laces are tied properly.
- • It is essential that students are in the right place at the right time – if late for class they may miss vital information, impede the learning of others, and place themselves at risk of injury should they miss the warm-up section of the class.
- • It is important that students always keep themselves warm between classes in order to protect against injury.
- • Students should drink plenty of water, and ensure they keep their energy levels up by eating a healthy snack in between classes.
- • Any student who hurts themselves in class or feels unwell should tell their teacher or member of staff immediately.
- • Smoking is not permitted anywhere on the BE.Dance premises.
- • If the fire alarm sounds, students, parents and visitors should follow the Fire Evacuation Policy.