



CODES OF CONDUCT

Step Up aims to promote an inclusive, supportive and happy environment for children, young people and adults alike. We therefore expect everyone follow these principles and procedures to ensure this desired environment is maintained.

Students:

- *Wear suitable clothing for dancing
- *Bring at least a bottle of water to any Step Up Classes or offerings
- *Make Step Up a FUN place to be - for everyone!
- *Give any Step Up Class or offering 100% effort
- *Practise any material at home if required (for shows etc.)
- *Be loyal and give friends a second chance
- *Be friendly and welcoming especially to new students/participants
- *Be supportive and loyal to other students/participants
- *Always include everyone and do not isolate anyone During Step UP games & activities: play fairly and respect winners if you lose
- *Take care of any equipment/belongings that do not belong to you
- *Respect all peers, adults and Step Up staff regardless of: age, gender, ability, race, cultural background, religious beliefs or sexual orientation/identity
- *Respect the instructions and decisions of adults and StepUp Staff
- *Help those who are sad or distressed
- *Not get involved in inappropriate peer pressure or pressure anyone else
- *Not inappropriately disrupt any Step Up Class or offering
- *Not smoke or consume any alcohol or drugs at any class venue or whilst representing Step Up and/or Step Up offerings
- *Report inappropriate behaviour immediately to an adult, or Step Up Staff
- *Not use phones during teaching
- *Not bully, make inappropriate remarks, be violent or aggressive to anyone - this includes any of these actions over the internet/online
- *Not leave any premises during a class without adult or staff permission
- *Not use bad language

STUDENTS HAVE A RIGHT TO:

- *Be safe and happy in their chosen activity
- *Be listened to
- *Be respected and treated fairly Privacy
- *Enjoy Step Up in a protective environment (within reasonable control)
- *Be referred to professional services for help if needed
- *Be supported regardless of personal background
- *Respect the instructions and decisions of adults and Step Up Staff
- *Be protected from abuse by other Step Up students/members or outside sources as per the Step Up Safeguarding & Child Protection Policy
- *Participate on an equal basis, appropriate to their ability
- *Experience competition and the desire to win
- *Be believed
- *Ask for help
- *Have any concerns taken seriously and acted on

Students are responsible for reporting any incident if unnoticed by an adult or member of Step Up staff. Step Up will not force any student to speak up or report anything they do not feel comfortable reporting - in such cases, Step Up have the right to refer to professional services for advice. Step Up will always aim to involve parents/guardians in any such process as advised by any appropriate professional service.

PARENTS/GUARDIANS:

Parents/Legal Guardians play a pivotal role in the development of their child through encouragement, belief and support. To ensure students get the maximum from Step Up classes and/or offerings, we ask all parents/legal guardians to follow all these principles

*Care relates to the child's ability to attend the toilet facilities on their own. Step Up staff will always ensure the safety of the children whilst on-site however the primary care and supervision remains the responsibility of the child's parent/legal guardian at all times. Step Up instructors will only supervise the activity being carried out to ensure it is done so appropriately and safely. Step Up do not take any responsibility for the failure to make classes or collect on time

- *Positively reinforce your child & show interest in their chosen activity
- *Do not push them into activities they do not want to do
- *Detail all medical information during registration
- *Inform any changes in medical info to Step Up immediately
- *Ensure that contact details are always up to date
- *Ensure our 'Terms & Conditions' have been read - T&C's are automatically agreed to if a child is enrolled to a Step Up class
- *Adhere to all Step Up policies/conditions on our website
- *Be on time for drop-off and collection
- *Only leave the site of any Step Up Class or offering if you believe your child is able to care for their self for the duration
- *Inform Step Up staff if your child is to be collected early or by another responsible adult
- *Ensure your child has the correct clothing and refreshments at class
- *Inform Step Up immediately if your child has any contagious illness and refrain from allowing your child to attend any offerings until well again
- *Ensure your child always wears appropriate footwear
- *Ensure that your child understands their code of conduct above
- *Encourage your child to play by the rules
- *Behave responsibly during any class, offering or show
- *Be respectful to other parents
- *Be realistic & supportive - teach them that they can only do their best
- *Accept and respect the decisions/instruction of Step Up staff
- *Be patient and supportive with any sign-in and sign-out procedure in place at any Step Up class, offering or show
- *Inform Step Up if your child will not be returning to class
- *Be aware that it is sometimes necessary for instructors to professionally use physical contact for the purposes of movement and posture improvement/instruction
- *Discuss any concerns or queries with a member of Step Up staff only

PARENTS/GUARDIANS HAVE A RIGHT TO:

- *Be assured that your child is safeguarded as per the Step Up Safeguarding & Child Protection Policy during their participation
- *Be informed of problems or concerns relating to your children
- *Be informed immediately if your child is injured
- *Know that your child's instructor is registered on the PVG Scheme
- *Discuss any specific requirements etc. with a member of Step Up staff
- *Have your consent sought in advance for: trips, photography and any other activity or action carried out in relation to Step Up Dance Studios
- *Contribute as you see fit and volunteer only if you wish
- *Have any concerns about any aspect of your child's welfare listened to responded to

STAFF / SUBCONTRACTORS / VOLUNTEERS

Step Up staff or any helpers/volunteers are effectively role models for each and every child or adult who attends any class or offering. It is therefore essential that the following principles are followed to ensure not only the safety of students but the development and progression of students also. Staff are therefore expected to:

- *Ensure the safety of all children by providing effective activity supervision* during class
- *Pre-plan classes and/or activities appropriately
- *Make the class/offering FUN!
- *Consider the well-being and safety of participants at all times
- *Be a role model, displaying a consistently high standard of behaviour and appearance
- *Be disciplined, committed and timely
- *Take time to explain routines/techniques
- *Respect and listen to the opinions of students
- *Encourage and guide participants to accept responsibility for their own performance and behaviour whilst attending Step Up
- *Treat all young people fairly and ensure they feel valued
- *Be positive, approachable and offer praise at all times
- *Promote team work to stimulate collaboration between students
- *Encourage all children not to discriminate on any grounds including: religious beliefs, race, gender, social classes or lack of ability
- *Ensure the rights and responsibilities of students are enforced as highlighted above within the 'Students' Code of Conduct
- *Administer first aid appropriately - if you are not trained to carry out any first aid action, you must inform a trained first aider immediately. For 'serious' injuries, staff must always call an ambulance immediately
- *Have access to a telephone/mobile phone for immediate contact to emergency contacts/services if required
- *Only make medical decisions if a student's parent/legal guardian/emergency contact is not immediately on- site or available
- *Assume consent to provide first aid (if trained) to any child, young person or adult who is unconscious or unresponsive

- *Maintain confidentiality about sensitive information (unless such information is detrimental to the well-being of the student)
- *Not abuse members on any level
- *Not engage in any relationship with any young person attending classes or offerings
- *Report Incidents (including abuse) and accidents to management of Step Up Dance Studios, who must take record and involve any professional service as necessary using the Step Up Safeguarding and Child Protection Policy
- *Not allow any rough or dangerous play, bullying, or the use of bad language or inappropriate behaviour
- *Never use sanctions that humiliate or harm young people
- *Never condone rule violations, rough play or the use of prohibited substances
- *Refrain from smoking and consumption of alcohol during classes or offerings
- *Hold appropriate and valid qualifications ie. Public Liability Insurance or any other relevant insurance policy specific to their activity, First-Aid Certification and be registered on the PVG Scheme

*Supervision refers only to the activities carried out within the studio/room being used. As Step Up is an activity provider and not a day-care service, we do not provide personal care and will only supervise on a professional level to ensure activities are carried out safely and appropriately. Care supervision is the responsibility of the parent/legal guardian - who are advised to remain on any site that Step Up operates to provide any immediate care provided if their child is not able to, for example: taking themselves to the toilet.

STAFF/SUB-CONTRACTORS/VOLUNTEERS HAVE A RIGHT TO:

- *Work within a safe, fun and supportive environment
- *Receive support in any circumstances but especially if reporting suspected abuse or poor practice
- *Access to available professional support services
- *Fair and equitable treatment by Step Up management
- *Discuss any issues/concerns or queries directly related to Step Up Dance with Step Up Dance management
- *Be protected from abuse by students, other staff and/or parents
- *Not to be left vulnerable when working with children
- *Appropriately exclude students from activities especially if a student is jeopardising the safety and/or well-being of any staff and/or students
- *Report inappropriate behaviour to parents
- *Request that a repeatedly disruptive student is removed from a class or offering

DISCLAIMER

Parents who attend or allow their child to attend, Students who attend and Staff who work on behalf of Step Up Dance Studios are obliged to follow their own Code of Conduct highlighted above. The Step Up Code of Conduct Policy will be reviewed regularly and updated as necessary. We politely ask that all students, parents and staff refer and adhere to the above at all times to not only ensure that Step Up is a FUN place to be but also a SAFE place to be. Step Up and/or Step Up staff do not accept any responsibility for the failure to adhere to any of the above.

If you wish to discuss any of the above please contact Miss Kerry at: stepupdacnestudios@gmail.com

SUPPORTING POLICIES:

Step Up operates additional policies in order to support and safeguard all our participants. You can read more about our supporting policies, which include: Terms & Conditions, Safeguarding & Child Protection Policy, our Health and Safety Policy and our Privacy Policy at: www.stepupdancestudios.co.uk

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stepupdancestudios@gmail.com
www.stepupdancestudios.co.uk