Staff Code of Conduct

**Aim:**

To ensure staff act in an appropriate manner.

**All staff must:**

1. Read, be familiar, and follow all Inclusive Academy Dance School policies and procedures.
2. Behave in a professional manner and as a strong role model and example for all dancers who attend Inclusive Academy Dance School classes.
3. Be approachable to both parents/carers and dancers and listen to them.
4. Treat dancers and their parents/carers equally (in accordance to our equal opportunities policy).
5. Not show favouritism.
6. Use age-appropriate language.
7. Teach only what they are qualified to do so, and only ask dancers to perform skills within their capabilities and are safe to do so.
8. Have an in-date DBS and have shown Ellie before starting.
9. Use social media, emails, text messaging, and phone calls appropriately and accordingly.
10. Not have any of our dancers under the age of 16 on social media.
11. Not physically and psychologically abuse anyone connected to Inclusive Academy Dance School.

**Teachers must:**

* Be organised in their lesson plans to offer the best service to our dancers.

**Assistants/volunteers must:**

* Follow the lesson plans set out by the teacher and be proactive wherever possible.

Signed: E.Andrews