



Nook Dance Centre Staff and Teacher Code of Conduct

Last updated 16/06/2023
Next review date: 11/07/2023

All paid and unpaid staff and volunteers, of Nook Dance Centre are responsible for the safety and wellbeing of children and young people who engage with Nook Dance Centre. All paid and unpaid staff are expected to act in accordance with this Code of Conduct in their physical and online interactions with children and young people under the age of 18 years.

As a member of Nook Dance Centre staff, I will:

- Act in accordance with Nook Dance Centre's child safety and wellbeing policies and procedures at all times.
- Behave respectfully, courteously and ethically towards children and their families and towards other staff.
- Listen and respond to the views and concerns of children, particularly if they communicate (verbally or non-verbally) that they do not feel safe or well.
- Promote the human rights, safety and wellbeing of all children in Nook Dance Centre.
- Demonstrate appropriate personal and professional boundaries.
- Consider and respect the diverse backgrounds and needs of children.
- Create an environment that promotes and enables children's participation and is welcoming, culturally safe and inclusive for all children and their families.
- Play music that is age appropriate (no swear words or adult themes).
- Create choreography that is age-appropriate.
- Involve children in making decisions about activities, policies and processes that concern them wherever possible.
- Contribute, where appropriate, to Nook Dance Centre's policies, discussions, learning and reviews about child safety and wellbeing.



- Identify and mitigate risks to children's safety and wellbeing as required by Nook Dance Centre's risk assessment and management policy or process.
- Respond to any concerns or complaints of child harm or abuse promptly and in line with Nook Dance Centre's policy and procedure for receiving and responding to complaints (see the Responding and Reporting Policy).
- Report all suspected or disclosed child harm or abuse by Nook Dance Centre's policy and procedure on internal and external reporting (see the Responding and Reporting Policy).
- Unconditionally support the health and safety of all children at the studio.
- Positively impact the lives of all children in my classes. I can do this by:
 - treating all students equally and fairly
 - supporting the beliefs and values of all children
 - teaching in a positive and supportive manner
 - using kind language and a supportive tone
 - helping children to feel good about themselves
- Speak with respect to all children, parents, staff and other teachers
 - no yelling
 - no indecent language
 - no abusive tone
 - no singling out
- Report any incidents of bullying or racism immediately to the studio owner (Tammy McLinden).
- Discuss any concerns privately and calmly with Tammy as soon as they arise.
- Be a positive member of the studio's community and offer support where possible.
- Follow all codes of conduct in place for special events including shows.
- Arrive on time to all classes.
- Ensure my class is visible to parents/guardians in the waiting area (watching windows or open door with barrier).
- Adhere to all policies and procedures including:
 - Physical Contact policy
 - Photography and Filming Children Policy
 - Toilet Policy
 - Injury Policy.



As a Nook Dance Centre staff member, I will NOT:

- Engage in any unlawful activity with or in relation to a child.
- Engage in any activity that is likely to physically, sexually or emotionally harm a child.
- Unlawfully discriminate against any child or their family members.
- Be alone with a child unnecessarily.
- Arrange personal contact, including online contact, with children I am working with for a purpose unrelated to Nook Dance Centre's activities (any need for communication via text message/phone call with Nook families/students must be communicated to Tammy first).
- Have contact with a Nook Dance Centre parent/guardian or student on social media (in circumstances where a teacher is connected to a Nook Dance Centre family outside of Nook Dance Centre's classes this is permitted but this relationship must be made known to Tammy).
- Disclose personal or sensitive information about a child, including images of a child, unless the child and their parent or legal guardian consent or unless I am required to do so by Nook Dance Centre's policy and procedure on reporting.
- Use inappropriate language in the presence of children, or show or provide children with access to inappropriate images or material.
- Work with children while under the influence of alcohol or prohibited drugs.
- Ignore or disregard any suspected or disclosed child harm or abuse.
- Force a child to dance injured or sick.
- Speak negatively about the staff, teachers or studio in a way that creates a toxic and unhealthy environment.
- Speak negatively about students or to students.
- Post pictures of children publicly via social media or any other platforms without the express consent from a parent or guardian.
- Threaten staff, students, parents or other teachers in any way.
- Leave a child unattended at any time



If I think this code of conduct has been breached by another person in Nook Dance Centre I will:

- Act to prioritise the best interests of children.
- Take actions promptly to ensure that children are safe.
- Promptly report any concerns to Nook Dance Centre's Child Safety Officer (Tamsin McLinden)
- Follow Nook Dance Centre's policies and procedures for receiving and responding to complaints and concerns.
- Comply with Nook Dance Centre's policy and procedure on internal and external reporting.

I agree to abide by this Code of Conduct during my employment with Nook Dance Centre.

I understand that breaches of this Code of Conduct may lead to disciplinary action or termination of my employment with Nook Dance Centre.

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Signature

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Full Name

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Date