



Code of Conduct

Our Mission Statement

Union of Dance offers community dance experiences in a safe, inclusive and creative environment. This activity will be led by trained, experienced and passionate leaders of community dance and is based on respect, kindness, desire to provide a professional and good quality, positive experiences to everyone who is engaged with our activities.

We follow strict procedures with regards safeguarding, child protection and risk assessments and it is expected that you will also advocate for and champion this safe and positive environment for everyone who engages with our organisation.

We want our Union of Dance family to be the best they can be!

Introduction

In order for Union of Dance to be able to offer a safe, secure and nurturing environment, both for your child's safety, as well as the safety of others, we have to let you know about our Code of Conduct and ask that you sign and return your completed form to confirm your acceptance of our terms. We thank you for your understanding and cooperation.

Attendance & Punctuality

- If your child is to miss any future classes or rehearsals for holidays, school activities, etc, please let us know in advance by sending us an email or text message.
- If your child is missing class last minute due to illness, you must send us an email or text message.
- Children who regularly miss class in the run up to shows etc. may be removed from that event at the discretion of the teacher, regardless of the absence reasons.
- Children should be ready to dance in their uniform and relevant footwear at their class start times and be ready and waiting at the allocated entrance to the dance space where teaching takes place.
- Punctuality is very important, and lateness can result in a child getting behind with their classwork or not being properly warmed up.
- Punctuality is also very important for the safety of the group within our care. If your arrival is later than the session start time, it is disruptive to the session and poses a risk if we need to leave the teaching area to unlock the door for children arriving late.
- Entering after our start time will be cut off after 4 minutes.

Safety & Security

- Please do not drop off and leave your children unsupervised in the car park, outside the venue or in the corridor outside the teaching space at any time.
- Any children who are dropped off for their classes without the supervision of a parent or guardian only become the responsibility of Union of Dance when their class starts.
- All children remain the responsibility of their parent or guardian until they are signed into the room where we hold the class.
- As we operate in hired halls, once we open the door into the dance space where teaching takes place, the incoming class should wait in line outside the teaching room with their parents until the outgoing class has lined up and been ticked off the register and handed over to their parent. The incoming class will then be signed in as their parent hands them over.
- Children of secondary school age (Year 7 and above) will be allowed to enter and leave the premises without an adult if we have your written permission on file to confirm that they may do so.
- For those in primary education who are year 6 and below, a responsible adult must be waiting outside the door to the teaching area, where a member of staff will sign and hand over your child.
- If you are assigning another responsible adult to bring your child to any of our activities, it is your responsibility to communicate this code of conduct along with our sign in and out procedures. This will include a secret, safe word which you have communicated to us in advance.
- Parents/guardians are responsible for ensuring that any necessary medication (e.g. inhalers, EpiPens) is brought to each session and is readily accessible in case of an emergency. Union of Dance will not check medication on-site. Written confirmation of the medication, dosage, and administration instructions must be provided at registration.

Enrolling and Notice Periods

- Registration Form: You must complete the digital registration form in advance of your first session.
- Failure to Submit: Without a completed form, your child cannot be left in our care until a paper form is filled out and the digital version completed for future sessions.
- Updating Information: Keep registration details, including emergency and medical info, up to date.
- Provide Union of Dance with at least four weeks' written notice before leaving. A cancellation fee equal to four weeks' session fee will apply if notice is not given

Discipline

- Students are expected to behave in an orderly, civilised and well-mannered way and to show respect to their teachers and fellow students when attending Union of Dance classes and events.
- Encourage your child to learn the rules of the school and perform within them.
- Failure to comply with our code of conduct may result in withdrawal from the dance school.

- Parents should discourage challenging and inappropriate conduct towards teachers and other students by their child.
- Help your child to recognise good performance and progression both of themselves and others.
- Promote inspiration rather than comparison against other dancers - each dancer is an individual with different goals and objectives and they must be praised for their own personal achievements.
- Parents must uphold decisions and recommendations as directed by the dance teacher or director.
- Students and parents must not post messages on Facebook, X, Instagram or other social media and open group WhatsApp conversations of a derogative nature in regards to any student, teacher, classes or events relating to Union of Dance.
- Unacceptable behaviour will not be tolerated from parents/guardians or other family members and could result in parents/guardians or family members being banned from the premises/events/performances or Union of Dance itself in order to protect the safety and welfare of everyone involved.
- Unacceptable behaviour includes bullying, swearing, fighting (including “play fighting”), abusive actions, derogatory comments and challenging behaviour towards others.
- Whilst at performances and events, you are all ambassadors and representatives of Union of Dance, and we expect all parents/guardians and students to behave in a manner that is respectful and appropriate.
- Students and parents/guardians are encouraged to fully support the school and the dancers within it.
- Should any issues arise that are a cause for concern, please let the director know by email on unionofdanceuk@gmail.com, and we will deal with the situation appropriately.

Uniform & Hair

- The correct uniform must be worn for all classes once you have been fully enrolled for 2 weeks. The uniform is a Union of Dance t-shirt/sweatshirt, dark leggings/shorts or joggers and grip socks or bare feet.
- Jewellery and watches are not to be worn during classes and any piercings that cannot be removed must be covered with a plaster.
- Hair must be neat and tied securely off the face and neck for all classes.
- Children should not enter the dance space with dirty outdoor shoes for two reasons: to protect the floor from damage due to stones, dirt, etc on the bottom of shoes; and to keep the dance space hygienic for all dancers and staff.

Fees & Payment

- Class fees must be paid termly in advance by Bank Transfer on receipt of your invoice and prior to attending the first session of each new term.
- Late payment and failure to pay prior to the commencement of the term will result in a late payment fee of £25.00.
- Refunds will not be given for missed classes, regardless of the reason.

- If classes are cancelled due to a global, national or local pandemic, refunds will not be given. However, alternatives will be offered such as online classes or credits for future classes.

Any Premises we hire on behalf of Union of Dance

- No running is allowed inside the building.
- Children must not enter the teaching space until a teacher or assistant has authorised them to do so.
- No chewing gum is allowed on the premises.
- Food is not to be taken into class and only water or still drinks are allowed in class.
- Longer sessions and rehearsals for shows which run for longer than 90 minutes may include a snack break, which will be communicated at the time.
- Please place all rubbish in the bins provided.
- Between classes, the door to the teaching space will be locked, and only opened up at class changeover times.
- Use the bathroom only when necessary, as it is unsupervised. Ask the designated teacher before leaving the activity area and wait for instruction. Visit the bathroom before class if possible. Treat the facilities with respect and return promptly to continue learning.
- Please note, we cannot allow adults or siblings to use the bathroom facilities or to access the teaching spaces in order to protect the welfare and safety of all children in our care.
- Respect the property and equipment of Union of Dance, including the venue Union of Dance hires. This includes being respectful of costumes and communal areas such as bathroom facilities, communal grounds, backstage areas and car parks.
- Children must not leave the designated teaching area for any reason other than an evacuation emergency and must wait for instruction on leaving the designated teaching area, even in an emergency.