

## **Chaperone and Student Etiquette Policy**

### **Code of conduct**

Whilst we want everyone to enjoy any trips, performances and special events outside of Swindon Dance there are a number of guidelines that everyone is expected to abide by to ensure the safety and enjoyment for both staff and students alike.

This code of conduct is a guideline for both teachers, volunteers, participants and students participating in Swindon Dance events and applies inside and out of Swindon Dance, whilst traveling to and from an event and if staying overnight as part of a Swindon Dance group.

Everyone is a valued member of the team. Inappropriate behaviour is not acceptable and will be dealt with accordingly. Staff and students are expected to treat each other and members of the public with the utmost respect.

Remember, even when outside of Swindon Dance you are still representing the organisation and as such you will be expected to behave in a professional and respectful manner.

### **Guidelines for students and participants**

Remember other people may be using the building and its facilities and/or staying in the same hotel or B&B as you, therefore you will be required to:

- Follow any instructions from your teachers and chaperones,
- Follow any procedures laid down at the venue, hotel, B&B, and
- To conduct yourself in an adult and mindful manner.

### **Emergency procedures, accidents and incidents**

The chaperone(s) will ensure they are aware of emergency, accident and incident procedures for the venue and ensure the participants/students are aware of these.

Emergency procedures in case of fire or other emergency will be covered by the accompanying teachers and chaperones on arrival at venue.

In the case of an accident or incident occurring, a member of staff should be notified immediately. All accidents and incidents are dealt with by the chaperones and recorded in accordance with both the venue and Swindon Dance policy and procedures.

### **Time keeping**

Students will receive event information that will include arrival and departure times. It is the responsibility of the participant and their parents/carers to ensure they arrive at the meeting point in plenty of time before departure.

If unable to attend or running late you must contact the chaperone/teacher on the mobile number provided. Failure to do so will result in them being left behind.

## **Refreshments**

What refreshments are provided by Swindon Dance during the event will be clarified in the student information. Some events will require students to either provide their own food or be provided with the appropriate amount of money to purchase meals. These will be covered in the student information pack for the event.

## **Guidelines for students**

It is extremely important that all students and their parents/careers are aware of the following guidelines to ensure they are not putting themselves, other staff and young people at risk.

Students should respect and support each other. How students' view each-others behaviour will be how outsiders will view it including parents. Remember you are representing Swindon Dance and acting as peer role models for younger, and/or new students. How you behave, towards them, staff and members of the public gives a lasting impression.

When using the facilities and public areas at venue you should wear suitable clothing especially over leotard and tights. This includes being properly dressed for breakfast and other meals in hotels and cafes and restaurants.

Leave public areas, rooms (changing and bedrooms) and dance studios tidy after use.

Keep your valuables safe, they are your responsibility.

In any social setting, be extra aware of your behaviour, language and how loud you may be speaking. Maintain a respectful manner towards fellow students, staff and members of the public.

Smoking, drinking alcohol, late night parties are all prohibited regardless of age, especially at an event or overnight stay where other students under 16 years of age are present.

Socialising outside of the event in small groups or individually without a member of staff is prohibited i.e. attending cinema, theatre, or similar.

Students and permitted visitors are not allowed into each-others bedrooms

Parents/carers, other family members and friends are not able to visit or attend during an event or overnight stay, unless as a member of audience for a performance or a parent/carer with a pre-arranged agreement.

Do not be friends with a teacher, chaperone or member of staff on social networking sites such as Facebook.

In the case of feeling unwell during the trip, inform a member of the team immediately so that they can take appropriate action.

If you are feeling upset, worried or concerned about the behaviour of a member of the staffing team or fellow student please report it to the group manager or another member of the team that you feel comfortable to talk to.

All incidents of \*unacceptable behaviour will be discussed with the student/s concerned and parents/carers will be informed in writing. In severe cases of \*unacceptable behaviour a student maybe asked to leave the event. Again parents/careers will be informed.

### **Guidelines for staff**

It is extremely important that all staff, teaching and non-teaching are aware of the following guidelines to ensure they are not putting themselves, other staff and young people at risk.

Staff and volunteers should watch out for each other, for example; are colleagues being drawn into situations that could be misinterpreted? How colleagues' view each-others practice will be how outsiders will view it including parents.

Avoid spending time along with a student unobserved. If unavoidable invite a second member of staff along or invite the student to bring a friend, move into view of others or leave door open. Where a private conversation is absolutely necessary inform another member of staff of your whereabouts and approximately how long you will be with the young person.

Be aware of any physical contact with a young person. Where necessary for example when there has been an accident ensure that you are treating the person for the injury. Do not continue with any additional contact wherever it is unnecessary.

In practical class situations where contact is required, always check with the student first and inform them of what you are going to do. If they are uncomfortable with this then do not continue.

Ensure there are clear boundaries between friendly and professional. Do not become over friendly or familiar with student/s – keep boundaries clear.

Do not have or be perceived to have favourites

Do not give lifts to a student outside agreed activities

Do not take a young person in your car. If there is no alternative, make sure your manager/colleague is aware of this and approximately how long you will be. Take a mobile phone to communicate any reasons for delays. Ask the young person to sit in the back.

Do not use physical punishments, including detaining students.

Do not develop a social relationship with your students. In a social setting, maintain a professional distance. Pay attention to your own behaviour in such a setting and also to that of the students.

Smoking, drinking alcohol, late night parties are all prohibited regardless of age, whilst at an event or overnight stay where other students under 16 years of age are present. This applies to staff and students.

Socialising outside of the event in small groups or individually without a member of staff is prohibited i.e. attending cinema, theatre, or similar.

Students are not allowed into each-others bedrooms.

Parents/carers, other family members and friends are not allowed to attend or visit during an event or overnight stay, only parents/carers with pre-arranged agreement. This applies to staff and students

Do not be friends with a student on social networking sites such as Facebook.

Do not give the students your personal details such as home/mobile numbers, home address, email and likewise, do not have student's personal details or photographs and films on your personal mobile, tablet, iPad or laptop.

Do not buy goods or use the services of a student or their parents/ carers or friends.

Do not accept any money or gifts from students or their parents/carers or borrow money from any students likewise do not give money or gifts to any students or loan any money to students.

All incidents of \*unacceptable behaviour should be discussed with the student/s concerned where they should be informed that their parents/carers will be notified in writing about their behaviour. In severe cases of \*unacceptable behaviour a student maybe asked to leave the event. You will be required to inform the students' parents/careers.

*\*unacceptable behaviour is behaviour laid out in the code of conduct and/or construed by the staff and /or chaperones as unacceptable.*