



# BDQT - Code of Professional Conduct and Good Practice for Teachers of Dance

This “Code of Professional Conduct and Good Practice” prepared by the Board of Dance Qualifications and Training (BDQT) must be adopted by the Boards members. It has been compiled by the membership of the Board and will undergo a review every three years.

## ➤ **Basic Principles**

A dance teacher should:

- act in a professional manner at all times displaying fair play to all whether dealing with your own business affairs or others; honesty and integrity should be paramount at all times and displayed in a polite and confident manner.
- ensure that pupil's safety and welfare is of paramount importance wherever possible.
- not attempt to teach a subject that they are not properly qualified in; in particular, Acrobatics and Gymnastics should only be taught if the right equipment is available to ensure safety of pupils.

A teacher should:

- Always act in a professional manner towards other teachers and Awarding Bodies and not publicly criticise any third parties work or practices unless you feel that members of the public's safety is genuinely at risk not to do so.
- not organise an examination session directly with the examiner; the Awarding Body concerned must appoint an examiner independently and you should not try to interfere or coerce anyone which could lead to a change in the outcome of any results in a competition, festival, medal test or examination.

## **Equal Opportunities & Discrimination**

- A teacher should:
  - actively treat everyone as equals and publicly demonstrate this both in written and verbal policies and practise when teaching.
  - ensure that students are not discriminated against on the grounds of sex, race, colour, religion, age, disability, national or social origin or other status.

## **Qualifications & Competency**

- A teacher should:
  - Only practise in the subjects that they are properly qualified and competent in and ensure that they undertake and attend “Continued Professional Development” (CPD) offered by their own Awarding Body/(ies) and others if appropriate to broaden ones capabilities and qualifications.

## **Confidentiality**

It is imperative that confidential information obtained in the course of his or her professional work should **not** be used for personal advantage or be disclosed without the consent of the pupil or parent, except where there is a legal right or duty to disclose. A teacher should be aware of and abide by current data protection legislation.

### ➤ **Publicity**

- A teacher may publicise and advertise his or her own services, achievements and school in any way consistent with the dignity of the profession.
- A teacher should not publish, or cause to be published, any notice, newspaper article, advertisement or any other matter likely to bring the profession into disrepute or to damage or depreciate the reputation of any colleague, school or college.
- Promotional material may contain any factual statement, the truth of which a teacher is able to justify, but should not make any disparaging references to, or disparaging comparisons with, the services of others.

### ➤ **Teaching names**

- A teacher may teach under whatever name or title he or she sees fit providing the name is not misleading and any title or description or designatory letters to which he or she is not entitled are advertised.

### ➤ **Statutory Requirements**

A teacher should:

- comply with all statutory requirements affecting health and safety at work.
- ensure the provision of adequate public liability insurance and employer liability insurance.
- comply with all the statutory requirements affecting the running of the business, including registration of names, income tax, value added tax and any other matter required by law.
- ensure that he or she is operating within the law with regard to copyright, recording, public performance and other matters concerning printed matter and recorded music and wherever possible display such licenses in your studio premises.

## **Health and safety**

### **A word on Health & Safety regarding part-time schools in hired halls.....**

The Board is concerned that Awarding Bodies and dance related Councils require teachers to agree to Health and Safety policies which are sometimes not attainable.

Most dancing schools operate on a part-time basis in rented halls etc around the country and this makes up the vast majority of Awarding Bodies business in terms of examinations and medal tests.

It is clearly not always possible to offer for instance a sprung floor or separate facilities for disabled pupils and it is the Boards view that teachers taking once-a-week children for

dancing classes (mainly as a hobby) in such environments should be truthful about what policies they can and cannot deliver – do not just tick boxes and hope for the best.

To agree to such policies (when you cannot deliver them) can be misleading or downright dishonest and actually protect no one; in fact, public liability insurances could become null and void if a claim was made and such assurances were not met.

It is far better to be honest, realistic and upfront about these issues. It has to be acknowledged that the vast majority of excellent work that goes on into teaching dance and subsequently feeding our vocational colleges has originated from once-a-week schools, sometimes in rural settings where to insist on such policies would deprive thousands of children the chance to learn to dance.

Therefore, the Board is keen to offer a separate Health & Safety document which enables a teacher to clearly show which Health & Safety issues can be met and which cannot and this should be clearly displayed in your studio.

Bearing the above in mind, full-time and vocational colleges should absolutely be offering every amenity to protect their students where Health & Safety issues are concerned.



A teacher should:

- ensure that classes are of a size appropriate to the levels and techniques being taught and the space being used. Students in each class should be of compatible age and/or standard.
- be aware of developments in Child Protection legislation and undertake DBS enhanced disclosure as required.
- ensure that teaching facilities are adequately maintained and provide:
  1. suitable flooring appropriate to the technique taught, with a clean, safe surface; to minimise the risk of injury; (where possible)
  2. adequate heating levels and ventilation; (where possible)
  3. suitable, secure and safe area for changing.
- abide by Health and Safety statutory legislation requirements, understand his or her responsibility in case of a medical emergency and keep records in an accident book.
- ensure that all fire regulations are displayed and adhered to.

## **Data Protection**

A teacher should behave in accordance with sound data collection principles; currently these are the eight data protection principles of The Data Protection Act 1998. These principles are shown at the end of this document marked \*

Standards of good practice for the relationship between teacher and student for principals of dance schools, studio principals and individual teachers should:

- A teacher should have a written health and injury prevention and child protection policy.
- Employ teaching staff with experience and qualifications appropriate to the levels and techniques to be taught. Student teachers should be trained and supervised to ensure maintenance of the school's teaching standards.

- Ensure that students and families have ample opportunity to communicate with their teachers.
- Use adequate and flexible teaching skills to create a productive learning environment.

**\* The eight principles of the Data Protection Act 1998**

The eight principles of the Data Protection Act 1998 may be summarised thus. All data recorded by dance teachers concerning individuals with whom they come into contact (be they child or adult) must be:

1. fairly and lawfully processed
2. processed for limited purposes
3. adequate, relevant and not excessive
4. accurate
5. not kept longer than necessary
6. processed in accordance with the data subjects' rights
7. secure
8. not transferred to countries outside the European Economic Area (EEA) without adequate protection

**Notification** – In certain circumstances (but not all) dance teachers need to register with the Information Commission.

A dance teacher (the data controller) who holds personal data manually (i.e. not stored on a computer) is exempt from registration. All dance teachers, however, must comply with the eight principles of the Data Protection Act 1998.

A dance teacher who holds personal data on computer or other electronic means may be required to register with the Information Commission depending on the data held and the purpose/s for which it is held. If, for example, personal data is only stored for the dance teacher's accounting purposes and record keeping then it might be that registration is not required. This should always be confirmed with the Notification helpline on 01625 545740

A dance teacher who holds any health-related information electronically (e.g. on a computer, word processor etc) must, without exception register with the Information Commission.

In summary:

1. Where records held are 100% manually (i.e. not on a computer) there is no need to register with the Information Commission.
2. If any information is held electronically then notification (registration) **may** be required except where data held is health-related when notification is **compulsory**.

Notification: Registration is £35 annually

Information Commissioner's Website: [www.ico.gov.uk](http://www.ico.gov.uk)

Notification helpline: 01625 545740