

# **URBAN KREW CODE OF PRACTICE FOR UNDER 18's**

to be adopted as a condition of membership of the UKA

## **THE CHILDREN'S ACT (1991) AND ITS IMPLICATIONS**

The Children's Act has been in force since 1991, although recent revisions and a focus on the general area of child welfare will affect everyone who deals with those under 18 years of age.

Some essential guidelines needed to be considered for all who fall in to this category and our teaching methods have been adjusted to accommodate this Act.

It is an obligation for us to keep detailed records of all our pupils, including date of birth, address etc. A contact telephone number must be obtained in case of an emergency. Provision must be made to record medical conditions i.e.: asthma, epilepsy, diabetes and all allergies. Please remember that we are responsible for your child in your absence and whilst they are under our supervision.

A register will be kept and produced in event of evacuation of premises.

## **CODE OF PRACTICE TO INSTRUCTORS**

- All teaching must take place in an open and accessible area.
- Restricting access to classes for parents is forbidden.
- Parents will have viewing access from a specified area or by leaving classroom doors open.
- All Teaching areas must be no smoking zones

You must avoid all inappropriate, unnecessary and physical contact with pupils and remember that VERBAL ABUSE is more likely to arise as a problem than a physical one. Refrain from making any personal remarks to the child, which may later be used in a different light than you intended. Previous actions that may have been employed in the past must now cease. Any touching of pupils to illustrate body positions etc. or any remarks which use words not considered appropriate are to be avoided.

You must ensure that you are never alone with a pupil at any time. This is especially appropriate to private tuition and includes travel to and from classes. This is for the protection of our Instructors as well as children and young people.

Concise arrangements must be made with parents and carers about the collection of children from classes. You must make parents aware you are to be informed of any changes in these arrangements.

You must never leave a child to wait alone outside a class or venue. Two adults should be waiting with them. This should operate on a rotation basis with two parents staying behind after each session to accommodate this – with all parents and careers agreement.

- Pupils must not be left alone with an Examiner. This applies to provisional members and professional examinations involving those under 18 years of age
- Listen to children to keep an open mind about complaints.
- Ensure that parents and carers are aware of issues of safety and how to raise concerns.
- Make it clear to children, parents and carers, helpers and dance teachers what body contact is acceptable and how this should be managed.
- It is your duty to ensure that bullying between pupils does not occur

You need to observe this code of practice to also avoid the situation of false allegations.

## BEHAVIOUR OF PUPILS

Although it is hoped that no teacher would have to restrain a pupil, the following could be acceptable reasons for such:-

- When they injure themselves or others
- When damage is caused
- Action causing a breach of peace
- Interfering with the discipline of the class
- Risk of assault

If removal from the premises is necessary, you must call the parent, carer or police to do so. Removal without such action is a violation under the ACT.

You should make parents aware that you have a code of practice concerning awareness of teaching with young persons, available for inspection if required. As a member of the United Kingdom Alliance you are required to adopt its code as standard practice.

## PARENTAL & CARERS RESPONSIBILITIES

- Please arrive punctually when delivering and collecting your child to and from class. It is advised that individuals arrive 10 minutes prior to the start of the classes for registration purposes. Late collections may incur additional charges.
- Jewellery, including chains, are not permitted to be worn during class
- Personal items are at the owner's risk. The Latin & Urban dance Company will not accept responsibility for items that are lost, damaged or stolen.
- Hair must be tied back if of sufficient length to reach in to the eyes or mouth
- Hydration is important. Please bring your own non-fizzy soft drinks. No sweets, chewing gum, food or fizzy drinks are permitted in the dance room.
- We are very happy for parents to wait in the parents' lounge while the class is in progress.
- Parents should ensure that their children are suitably dressed for sessions including suitable footwear (trainers & dance shoes only)
- By signing this form, you confirm that your child is physically, mentally and medically fit to participate in the classes and that you indemnify the teacher(s) and The Latin & Urban Dance Company Ltd (Urban Krew & Latin Vibes) from any claim or liability arising out of any physical, mental or medical condition. If in any doubt, please consult the child's medical practitioner before starting the classes.
- You further undertake to inform the teacher(s) and, if necessary, withdraw your child from the classes should their physical, mental or medical condition change, including the contraction of any contagious disease.

I (print name in full) \_\_\_\_\_

Parent / carer of \_\_\_\_\_

Have been provided with and understand all the areas and clauses outlined in the Code of Practice by staff at Urban Krew who operate under The Latin & Urban Dance Company Ltd.

A copy of this Code of Practice has been retained by me and a signed declaration outlining my agreement to all of the above has been provided to Instructors / Teachers.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_