



Dance-Worx's

Dance-Worx's Staff Handbook & Code of Conduct 2025

This is the official Code of Professional Conduct and Handbook prepared by Dance-Worx's to guide dance, drama and gymnastic teachers on issues of good practice.

All teachers should endeavor to create a positive and secure teaching and learning environment for every student.

FUNDAMENTAL PRINCIPLES

A teacher will aim to:

- Behave with integrity in all professional and business relationships.
- Strive for objectivity in all professional and business judgements.
- Ensure that they have relevant qualifications and experience before accepting a teaching position or undertaking work.
- Carry out their professional work with due skill, care, diligence and with proper regard for the technical and professional standards expected of them as a teacher.
- Behave with courtesy and consideration towards everyone they come in contact with while working professionally.

INTEGRITY

A teacher, in all professional and business relationships will aim to:

- Uphold and enhance the good standard and reputation of Dance-Worx's.
- Work in a collaborative and cooperative manner with other dance professionals and organisations.
- Communicate a love of dance, drama or gymnastics in all forms
- Ensure that classes are of a size appropriate to the level and technique being taught, with compatible age and/or standard.
- Carry out his or her professional work with due skill, care and proper regard for the technical and professional standards expected of him or her.

OBJECTIVITY

A teacher in all professional and business relationships will aim to:

- Work in an open, encouraging and cooperative manner with students, nurturing their development and respecting their independence.
- Maintain open and regular communication with families and caregivers.
- Recognise and respect the uniqueness, dignity and potential of each student.
- Respect and acknowledge cultural diversity, ethnic origin, religious beliefs, personal attributes and wishes.
- Encourage healthy lifestyles for their students.

COMPETENCY

A teacher will aim to:

- Acknowledge any limitations in their own knowledge and competency and take steps to access the skills needed.
- Undertake ongoing professional development to maintain, inform and extend their own knowledge.
- Keep up to date with new practices and acknowledge development in the profession.

Different Classes

Dance-Worx's offers a wide variety of classes to children in various settings. Please ensure you tailor your teaching to suit the specific type of class you are teaching. Evidence of this will need to be in each of your class plans. Please see below for an outline of the different classes:

School Classes:

Classes that take place at school (before/lunchtime/after school clubs) should be centred on the children having fun and are always 'Street Dance' so need to be fast-paced and funky. Often the children who come to these want some simple

Dance-Worx's Company Registration Number: 8180838



Dance-Worx's

routines to current chart music and are not so concerned about technique. Once they are more established in these classes then technique can be brought in but for the most part these children come along to have fun. This applies for Gymnastics, Musical Theatre and Drama. If you need more information n any of these classes the please contact the Dance-Worx's Principal.

School Workshops/PPA Cover Classes:

These classes are more centred on exploring dance rather than learning new moves/routines. These will always need to be linked to National Curriculum Objectives and have to be delivered in a stricter environment as they are during school hours and there are more children in the classes. Katie (Dance-Worx's Principal) will support all lesson planning for these classes.

Non-School Classes:

Most of these are linked to our Theatre School. These classes are for children who really want to develop their dance talents and are keen to learn technique. Also, these dancers want to try different dance styles, not just 'Street'.

COURTESY AND CONSIDERATION

A teacher will aim to:

- Always act in such a manner as to safeguard the interests and wellbeing of all students.
- Ensure student trust and confidence.

Illness

- All teachers should endeavor to teach each class they are assigned to teach. If you are ill you should notify the Principal and Assistant (Katie Noad and Charlotte Rickard) as soon as possible. This needs to be a telephone call and text the evening before your class on the next day. If calling in the morning, please call before 8am.
- If you are unable to get in touch with any of the given contact number, it is your responsibility to inform the school.
- If you know in advance you are unable to teach one of your classes you are responsible to arrange a cover teacher wherever possible and inform Katie Noad and Charlotte Rickard. The cover teacher should have appropriate checks (DBS/PLI etc). If you are unable to find a cover teacher you should also inform Katie Collins and Charlotte Rickard in good time so a replacement teacher may be found by Dance-Worx's

Punctuality & Lateness

- Dance-Worx's strive to provide an excellent service to all our clients. Punctuality is essential in this. If you are going to be late for a class, please telephone the school to let them know and notify the Principal/Assistant Principal (Katie Noad & Charlotte Rickard) as soon as possible. Please note the hourly rate may be cut depending on how late you are to the class. You should arrive 15mins early for each and every class.

Due skill and diligence

A teacher should ensure that no action or omission on his or her part, or within his or her sphere of responsibility, is detrimental to the interests or safety of students.

Confidentiality

A teacher should:

- Ensure 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 and more importantly Katie Noad, except where there is a legal right or duty to disclose. A teacher should be aware of and abide by current data protection legislation.



Dance-Worx's

Health and safety

A teacher should

- Ensure they have a valid Enhanced DBS Certificate and Public Liability Insurance.
- Ensure they have an up to date first aid and child safety certificate.
- Inform Dance-Worx's at least 6 months before the DBS expires.
- Ensure that classes are of a size appropriate to the levels and techniques being taught and the space being used.
- Ensure that Students in each class should be of compatible age and/or standard.
- Be aware of developments in Child Protection legislation and undertake Criminal Records Bureau enhanced disclosure as required.
- Ensure that teaching facilities are adequately maintained ensuring:
 1. That suitable flooring for dance has a clean, safe surface; to minimise the risk of injury;
 2. Adequate heating levels and ventilation are in place
 3. Health and Safety statutory legislation requirements are met
 4. That they understand his or her responsibility in case of a medical emergency and keep records in an accident book
 5. All fire regulations are displayed and adhered to.

Dress Code

All teachers should dress in a manner appropriate to the activity they are undertaking and the age of the students they are teaching.

Teachers should remember that they represent Dance-Worx's and the clothing they wear will reflect the company. DWX Uniform should be worn at all times.

Teachers should always wear the DWX T-Shirt whenever they are working for Dance-Worx's.

Teachers should wear hair tied back and should keep jewellery to a minimum.

Music

All teachers should ensure the music they use in classes is appropriate for the age range they are teaching. Teachers should avoid music with inappropriate themes or bad language.

Mobile Phones

These should be turned off/to silent during all classes. Teachers should only be on their mobile phones once the children have been collected from parents and should not use their phone while children are changing or having a break.

Please remember that in everything you are representing Dance-Worx's.

I have read and understand the Dance-Worx's Handbook 2025 and I agree as a teacher for Dance-Worx's to follow this to the best of my ability

Name..... Name:.....

Signed..... Signature:.....

Date Date: