



Imperial Society of Teachers of Dancing

Member Agreement/Professional Code of Conduct

Our Member Agreement applies to all members worldwide. The Agreement sets out the standards and professional conduct and practice expected by individual members of the Imperial Society of Teachers of Dancing (the Society) to sustain our charitable mission and protect the reputation of the organisation.

Members agree to abide to terms of membership which include definition of membership classes, fees and subscriptions, voting rights and elections to office, as set out in the Rules and Standing Orders.

Members are required to conduct their business in line with our organisational values:

- Integrity,
- Passion,
- Quality,
- Inclusion, and
- Innovation.

Professional Competence, Ethical Standards and Integrity

Working with dedication, determination and personal responsibility to deliver excellence in all we do, members must:

- At all times act with integrity; being clear of purpose and accountable for their actions to maintain and improve the reputation of the profession.
- Prevent conflicts of interest and avoid any actions or situations that are inconsistent with their professional obligations.
- Be honest and ethical.
- Not engage in the private or public criticism of other members as to either their personal or professional attributes.
- Advocate for excellence in dance teaching, training and qualifications.
- Self assess and critically reflect on their abilities on a regular basis and only carry out work for which they are skilled and qualified to do so.
- Regularly take part and update their CPD and teaching qualifications as required.
- Commit to equity, inclusion and diversity – making sure that everyone is welcome and respected, and challenging inappropriate behaviour.
- Promote and publicise their services in any way they see fit provided it does not contravene the brand guidelines of the Society or damage the reputation of the profession or that of any professional colleague or, in any event, contain any uncomplimentary references or comparisons.
- Never attempt to intimidate or otherwise influence an examiner or competition adjudicator.
- Not use aggressive or deceptive or otherwise unscrupulous business practices to undermine competition from other members or other legitimate business not affiliated with the Society.

- l) Not share and/or reproduce Imperial Society of Teachers of Dancing syllabus material including DVDs, CDs, books and material produced and stored electronically, either online (including social media) or stored on local devices. This includes filming content from the syllabus material, including material that is streamed live or in recorded form, for either streamed or downloadable content or DVDs. Syllabus material should be used to support teachers training learners in the classroom – in person, or in a virtual space. Syllabus material remains the intellectual property of the ISTD.

Legal and professional obligations

Members and their staff and volunteers have a duty of care towards the children (and adults at risk) who attend their classes. This means that by law (in England and Wales) Members must take reasonable steps to ensure the safety of the children (and adults at risk) and protect them from harm. Members must:

- a) Keep information obtained in the course of professional work confidential, unless legally obliged to disclose the information. Members must never use the information for personal advantage.
- b) Comply with all the published policies of the Society and protect the interest of their learners.
- c) All members should encourage constructive communication between teachers and learners and foster professional attitudes to work and dance.
- d) Acknowledge difference and differing needs and abilities; exploring ways for their learners to thrive within dance.
- e) Seek to resolve problems by effective communication with learners and other members.
- f) Operate in a safe environment, and ensure that risks have been considered and mitigated, and comply with all statutory and legal obligations such as Health and Safety, Data Protection, criminal record disclosures, copyright etc.
- g) Have appropriate and valid insurances in place.
- h) Use best endeavours to ensure that all teaching staff are of an appropriate level of competence.
- i) Understand what a conflict of interest might be and how to address conflicts of interest that arise.

Behaviour

Members must:

- a) Treat learners fairly and without prejudice or discrimination.
- b) Understand that children, young people and adults at risk are individuals with individual needs.
- c) Respect differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems, and appreciate that all participants bring something valuable and different to the group/Society.
- d) Challenge discrimination and prejudice.
- e) Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.
- f) Promote relationships that are based on openness, honesty, trust and respect.
- g) Avoid favouritism. Provide appropriate constructive feedback that allows learners to make good progress.
- h) Be patient with others and encourage patience within others.
- i) Exercise caution when discussing sensitive issues, especially with children, young people or adults at risk.
- j) Ensure their contact with children and young people is appropriate and relevant to the work of the activity they are involved in.
- k) Ensure that whenever possible, there is more than one adult present during activities with children, young people or adults at risk-
 - if a situation arises where they are alone with a child, young person or adult at risk, ensure that they are within sight or hearing of other adults.
 - if a child specifically asks for, or needs some individual time with a member, the member should keep this time to a minimum and ensure other adults know where they and the child are.
- l) Only provide personal care in an emergency and make sure there is more than one adult present, if possible, unless the provision of personal care is part of their role and they have been trained to do this safely.

- m) Listen to and respect all learners at all times.
- n) Value and take all learners' contributions seriously, actively encouraging them to make suggestions and give feedback.
- o) Respect a learner's right to personal privacy as far as possible.
 - if a member needs to break confidentiality in order to follow the safeguarding procedure, it is important to explain this to the child, young person, adult at risk and/or their carer at the earliest opportunity.

Unacceptable behaviour

Members must not:

- a) Allow concerns or allegations to go unreported.
- b) Take unnecessary risks.
- c) Smoke or consume alcohol when carrying out duties or responsibilities as members.
- d) Use illegal substances.
- e) Develop overly familiar or inappropriate relationships with children, young people or adults at risk.
- f) Make inappropriate promises to children, young people or adults at risk.
- g) Engage in behaviour that is in any way exploitative or abusive, including:
 - having any form of sexual contact with a child, young person or adult at risk.
 - grooming.
- h) Engage in talent scouting or poaching of learners.
- i) Let children, young people or adults at risk have their personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account.
- j) Act in a way that can be perceived as threatening or intrusive.
- k) Patronise or belittle learners.
- l) Give feedback to learners that is detrimental, unkind, unjust or damaging to the health and wellbeing of the individual.
- m) Make sarcastic, insensitive, derogatory, racist or sexually suggestive comments or gestures when carrying out duties or responsibilities as members.

This policy has been agreed by the ISTD Council, is reviewed on a regular basis, and any amendments other than to contact details, have been confirmed by them.

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