

Code Of Conduct

Pirrie Performing Arts



Pirrie Performing Arts aim to promote a safe, happy, supportive environment for students, visitors, teachers and staff. We therefore expect everyone to follow our code of conduct to maintain our desired environment.

Students

We expect every student of Pirrie Performing Arts to adhere to the following principals whether in the studio or attending any event representing Pirrie Performing Arts. If Pirrie Performing Arts determine any serious breach of the code, that student will be suspended from attending any classes with Pirrie Performing Arts with immediate effect.

Students must:

- Wear suitable clothing to each class they attend
- Arrive at least 5 minute before class starts and be ready for warm-up
- Be friendly and welcoming, especially to new students and staff
- Always include everyone and not isolate a student
- Be supportive and encouraging of fellow students
- Respect the studio premises and clean up after themselves
- Take care of any equipment used in class that does not belong to them
- Treat their costumes with the upmost care
- Report inappropriate behaviour immediately to an adult, DSO (designated safeguarding officer- Sarah) or a staff member
- Respect all students, adults and staff regardless of race, gender, age, ability, cultural background, religious beliefs, sexual orientation/identity.
- Practise at home (if required) particularly for shows or competitions
- Not use phones in class
- Not chew gum on the premises
- Not bully
- Not use bad language
- Not smoke, drink alcohol or take drugs, at any class or venue when representing Pirrie Performing Arts.
- Not leave premises during class, or at an event without adult or staff permission and accompanied as appropriate
- Not inappropriately disrupt a class

Students have a right to:

- Be safe and happy in the studio and their classes
- Be listened to
- Be respected and treated fairly
- Privacy
- Be supported regardless of background
- Ask for help
- Have any concerns treated seriously
- Participate on an equal basis, appropriate of their ability
- Be protected from abuse by other students or members as per our Child Protection Policy

Adults

Parents and guardians play a vital role in the development of their child through encouragement and support. To ensure students get the maximum from their training at Pirrie Performing Arts;

Parents/legal guardians are expected to:

- Detail all relevant medical information upon enrolment and notify us of any changes
- Provide up to date emergency contact numbers
- Ensure our Terms and Conditions have been read
- Adhere to all Pirrie Performing Arts policies and procedures, which can be found on our website
- Let us know of any relevant information that may effect the students participation in class
- Be on time for drop off and pick up
- Inform a Pirrie Performing Arts member if your child is to be collected early or by another responsible adult
- Ensure your child is dressed appropriately for class including appropriate footwear
- Ensure your child has the correct refreshments for class
- Positively encourage your child and show interest in their chosen activity
- Inform Pirrie Performing Arts if your child has any contagious illness and refrain from sending them to class until well again
- Ensure your child understands our student code of conduct
- Respect all students, adults and staff regardless of race, gender, age, ability, cultural background, religious beliefs, sexual orientation/identity
- Respect and accept the decisions and instruction of Pirrie Performing Arts and it's staff
- Be patient with sign in/out procedures at class or any event of Pirrie Performing Arts
- Discuss any concerns or queries with a member of Pirrie Performing Arts staff
- Remain on site of any class or Pirrie Performing Arts class or event in the permitted areas if you wish to supervise your child - this is a must for children who cannot use the toilet facilities on their own

Parents have a right to:

- Be assured your child is safeguarded as per the Pirrie Performing Arts Child protection policy
- Know your child's instructor is registered on the PVG scheme
- Be informed of problems/concerns relating to your child
- Be informed immediately if your child is injured
- Discuss any specific requirements with a Pirrie Performing Arts staff member
- Have any concerns listened and responded to

Code Of Conduct Cont.

Pirrie Performing Arts



Staff/Volunteers

Pirrie Performing Arts staff, helpers and volunteers are Role Models for every student who attends a Pirrie Performing Arts class or event. It is therefore essential the following principals are followed to ensure the safety of the students and their development and progression.

Staff are expected to:

- Ensure the safety of students by providing effective supervision to any activity being carried out during class
- Consider the well-being and safety of the students at all times throughout the class
- Pre-plan classes and activities to ensure they are appropriate for the class age and level of skill
- Ensure every class have an element of fun!
- Take time to explain routines and techniques
- Be a role model, displaying a high standard of behaviour and appearance
- Arrive 15 minutes before your first class to ensure you are set up and ready before students arrive
- Be positive and approachable
- Respect all students, adults and staff regardless of race, gender, age, ability, cultural background, religious beliefs, sexual orientation/identity
- Encourage all students not to discriminate regardless of race, gender, age, ability, cultural background, religious beliefs, sexual orientation/identity
- Encourage and guide students to take responsibility for their own performance and behaviour in class and at events
- Ensure the right and responsibilities of students are enforced as per the students code of conduct
- Administer first aid appropriately. If you are not first aid trained, you must inform a first aider immediately. For all 'serious' injuries an ambulance must be called immediately
- Have access to a telephone at all times for immediate emergency contact
- Take a register at the start of every class and lead your class to the assembly point in the event of an emergency
- Only make medical decisions if a student's parent/legal guardian is not on site or cannot be reached
- Assume consent to provide first aid (only if trained) to any child, or adult who is unconscious or unresponsive
- Maintain confidentiality about sensitive information of the student (unless such information is detrimental to the well-being of the student)
- Not engage in any relationship with any student and do not connect with any student through social media
- Be registered on the PVG scheme

- Not allow any rough or dangerous play, bullying or the use of bad language or inappropriate behaviour during class and should this occur, inform management of Pirrie Performing Arts.
- Report any incidents (including abuse) to management of Pirrie Performing Arts, who must take a record and involve any professional service as necessary using the Pirrie Performing Arts Child Protection Policy
- Raise any concerns over a student's health or well-being to management of Pirrie Performing Arts
- Record any accidents in the 'Accident' log book
- Not smoke, drink alcohol or take drugs, at any class or venue when representing Pirrie Performing Arts
- Not use your phone during class time unless for an emergency
- Not abuse any students, members, staff or visitors on any level
- Hold appropriate and valid qualifications i.e Public Liability Insurance or any other insurance policy relevant to their well-being
- Be first Aid trained if required (i.e the only Pirrie Performing Arts teacher in the building during the class)

Staff have a right to:

- Work within a safe, fun and supportive environment
- Fair and equitable treatment by Pirrie Performing Arts Management
- Discuss any issues, concerns or queries directly related to Pirrie Performing Arts with Pirrie Performing Arts management
- Receive support in any circumstance but especially if reporting suspected abuse or poor practice
- Be protected from abuse by students, parents, staff and visitors
- Not to be left vulnerable when working with children
- Appropriately exclude students from activities especially if a student is jeopardising the safety and/or well-being of any staff and/or students
- Request that a repeatedly disruptive student is removed from class
- Report inappropriate behaviour to the safeguarding/welfare officer
- Know term dates, event dates 6 months in advance where possible

Disclaimer

Parents who allow their child to attend, students who attend, and staff who work on behalf of Pirrie Performing Arts are obliged to follow their own 'Code Of Conduct' highlighted above.

The Pirrie Performing Arts Code Of Conduct policy will be reviewed regularly and updated as necessary. Pirrie Performing Arts do not accept responsibility in the failure to adhere to any of the above.

If you wish to discuss any of the 'Code Of Conduct' please email: info@pirriepperformingarts.com