

Code of Conduct Register for Dance Teachers

Code of Conduct

Berufsregister für Tanzpädagog:innen

Register for Dance Teachers

Registre professionnel des professeur-es de danse

Registro professionale degli insegnanti di danza

danseSuisse

Berufsverband der Schweizer Tanzschaffenden

Association suisse des professionnels de la danse

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1. Introduction

The aim of the Code is to ensure quality teaching that respects the personality and health of students. It also aims to protect teachers by providing guidelines for irreproachable behaviour. By their admission in the Register, teachers fulfil a commitment to individually abide by this Code of Conduct. If they lead a school, they ensure that the Code is respected by all the teachers within their school.

2. General Conduct of the Teacher

The teacher:

- behaves professionally and honestly in his/her practice.
- is dedicated to providing quality teaching with care and diligence.
- masters the specific discipline he/she teaches, and does not teach unmastered areas.
- develops his/her professional knowledge and skills through continuous education.
- cares for the best safety of the students and respects their physical and mental health.
- has equal respect for all students.
- works in the interests of pupils to progress to the best of their ability.
- behaves fairly in his/her business activities.

3. Behaviour Between Teacher (School) and Student (Parents)

The learning relationship is not only the responsibility of the teacher and the school, but also of the student and his/her parents. However, it belongs to the school or the teacher to establish and communicate clearly to the pupil and his/her parents the behaviour that is expected of them, and that which they can expect from the teacher and the school for the successful development of the education. Annexe 1 of the Code provides basic “*Etiquettes of behaviour*” students and parents should respect. They can be adapted as appropriate and incorporated into a school rulebook as part of the contractual relation between student (parents) and teacher (school).

4. Management of the School

4.1 Premises and facilities

- The ratio room size/number of participants should provide a comfortable space for everyone, taking into account the type of activity.
- The basic facilities (especially floor, heating and ventilation) must be adequate for the type of activity.
- Use of devices should provide the requested information and security.

4.2 Fair business activity

4.2.1 Advertising

- The teacher may teach his subject under the appropriate name, provided that the name is not misleading
- Advertising of diplomas and references to other organizations must be authentic (for example, only actual members of the Register of Danse Suisse are allowed to advertise it)
- Publicity must not discriminate against other professionals

4.2.2 Confidentiality and data protection

- Requirement of information about students should be limited to what is necessary for school administration and needs of education.
- For their safety, students may be required to disclose to the teacher sensitive information such as the presence of an injury, an illness or any relevant fact for the dance class.
- Personal sensitive information must be kept confidential.
- Any information about the students may only be used for the purpose for which it was given. It may only be passed on to third parties with the prior consent of the concerned student (parents).
- To take and publish pictures and videos of students requires their consent (the consent of their parents). Pictures and videos may be used only for authorized purposes.

4.2.3 Contractual obligations toward students

The teacher and the school comply with their contractual obligations toward students, namely:

- courses take place at the agreed place, dates, times and with the designated teachers.
- any changes to the agreed program should be announced in advance.
- cancelled courses should be replaced or refunded.
- the replacement of a course should offer an equivalent service (place, time, content, level, quality of the teacher).
- the fees and payment terms are transparent (website, flyers or other publicity).
- the school specifies the rules of refunding a student missing classes for personal reasons (e.g. medical certificate).

4.2.4 Legal obligations

The teacher and the school comply with legal obligations concerning in particular:

- data protection
- respect of personality
- security
- business activities

4.3 Employed teachers

The school :

- employs qualified and experienced teachers appropriate to the level and techniques to be taught.
- supervises the employed teachers and maintains good collaborative relationships.
- encourages and supports them to improve and educate themselves.
- respects the legal regulations of employment (see “*Model of Contract for dance teacher*” that can be obtained upon request from Danse Suisse).
- provides good working conditions and respects the Danse Suisse recommended wage scale.

5. Protection of Students

The following guidelines have been designed for children and young people following an intensive program. However, their principles remain valid for amateurs and adults in a corresponding extent.

5.1 Careful Practice and Risk Prevention

Dance is a demanding discipline that involves physical and mental health risks, especially by young people who commit themselves intensively in a professional perspective. Risks are inherent to the dance activity and cannot always be avoided. However, a careful practice can minimize them and therefore should consider the following matters:

- assessment of personal predispositions regarding the requirements of the discipline
- balance between effort and rest/recovery within the program
- appropriate level of difficulty to ability
- nutrition
- psychological support

By adopting the Code of Conduct, dance teachers undertake to keep themselves informed and to educate themselves in these matters. Annexe 2 of this Code gives basic guidelines about how to “*Identify and resolve student difficulties*”.

5.2 Regarding physical contact

It is usual, normal and necessary to touch the pupils' body, for example to make them feel the right position and to teach them the pas de deux or the contact impro. This can lead to close physical contact which belongs to dance and its teaching process. The teachers should make it clear to the students that they can refuse to be touched at any time.

5.3 Ban on abuse

Sexual abuse and other mistreatments are not related to the practice of dance, but to the malice of the perpetrators. These crimes are already prohibited and condemned by law. The Code of Conduct recalls the prohibition of such misbehaviors.

6. Protection of Teachers and Schools

Students and parents should know before they engage themselves what will be the education and its conditions. This will protect both the students (parents) and the teachers (school) from contractual misunderstandings. Therefore, teachers and school have to provide clear and extensive informations concerning the following points:

- the program (number and types of classes, weekly and annual timetable, fees)
- the etiquettes of behaviour (for students, parents and teacher/school)
- the examination procedures (if applicable)
- the rules of participation in the school show (if applicable)
- the requirements of the program: discipline, regularity, punctuality, dress code, notification and justification of absences, healthy lifestyle, intense physical and mental commitment, being able to manage emotions and stressful situations, constructively accepting criticism and corrections from teachers, learning to evaluate oneself, perseverance, respect for teachers and other students etc.
- the obligation of the students and parents to inform the school without delay of the occurrence of a difficulty (injury, illness, overload, annoyance with the teacher, lack of motivation, depression, private life event that may have an impact on learning, etc.)
- the right of the school to remove a student in case of insufficient results or serious and persistent misconduct
- the contact information of a responsible person to whom any issues can be addressed.

These points can be modified and supplemented according to the actual needs of the course. They may be transmitted by means of a written document, published on a website or included in a general school regulation as part of the contract between teachers (school) and students (parents).

7. Annex

7.1 Annex 1: Student/parents/teacher/school etiquette

7.1.1 Student etiquette

Student:

- is prepared to start class on time.
- attends all classes, unless there is an imperative reason.
- notifies and justifies absences.
- complies with the school's dress code.
- respects the teachers and other students.
- respects the premises, facilities, cleanliness and all behavioural rules (to be specified by the school; for example no use of mobile phone during class, not take pictures/video without permission).
- informs the teacher of any important difficulty before the class (injury, diseases or other that are relevant for the dance class)
- communicates with the teacher or the head of the school on matters concerning the course, the personal progress and prospects, as well as any tensions or conflicts arising within the course.
- accepts the decisions and conditions of participation in the school's show (to be specified if applicable).

7.1.2 Parents etiquette

Parents :

- respect the student's etiquette requirements and ensure that their child complies with them.
- respect the agreed times for dropping off and picking up their child at the school.
- enter the dance space only when invited by the teacher.
- do not take pictures or video without permission.
- justify their child's absences according to the terms of the contract.
- report any significant difficulties to the teacher as soon as possible (injury, diseases or other that are relevant for the dance class).
- communicate with the teacher or the head of the school on questions concerning the training, the student's progress and prospects, as well as any tensions or conflicts arising within the course

- communicate using the ways established by the school (to be specified by the school).
- accept the decisions and conditions of participation in the school show (to be specified if applicable).

School and teacher etiquette

School and teacher:

- commit to respecting the Code of Conduct of Danse Suisse.
- commit to respecting their contractual and legal obligations.

7.2 Annex 2: Identify and resolve student difficulties

Since not all students have the same resistance and needs, a particular attention should be given to each of them in order to identify as early as possible any difficulty and provide/take appropriate steps to overcome them.

7.2.1 Paying attention and communicating

Self-esteem is fragile, particularly in adolescents. Dance should and can strengthen it, but may also weaken it when immediate results do not match with the expected ideal. For instance, a correction by the teacher in order to make the student progress can be felt as a devaluation. Special attention should be paid to this problem, which can often be solved by good communication. For this purpose, the teacher:

- is attentive to the general state of the student.
- gives regular feedbacks to each student.
- invites them to express themselves about possible difficulties, especially when unusual behaviour has been noticed.
- informs the school management and the parents when a significant or persistent difficulty, an unusual behaviour or a failure to fulfil the etiquette of the school has been noticed.
- encourages students and parents to announce without delay the occurrence of a difficulty (injury, illness, overload, annoyance with the teacher, lack of motivation, depression, event in private life that may affect learning, etc.).
- listens to the requests and complaints of students and parents.
- designates a contact person in whom students can confide.

7.2.2. Take appropriate action if necessary

Many difficulties can be resolved through dialogue and encouragement. However, it may be necessary and beneficial to take other measures, such as giving time off, agreeing on small short-term goals with follow-up encouragement, etc. If there is a medically certified problem, medical advice should be followed.

7.2.3 Decision to continue or stop the program

If significant difficulties persist, a joint assessment should be made concerning the student's motivation and ability to cope with the demands of the course. It may happen that a student cannot cope with the demands of the course or fails to achieve its objectives. Schools and teachers have the duty to discuss these issues with the concerned student and parents. Persisting on a path that leads to insurmountable difficulties can only lead to permanent failure, with negative consequences on the student's psychological and physical health.