



Code of Conduct Instructors & Staff

Kanvas Academy is fully committed to safeguarding and promoting the well-being of all participants and staff/volunteers associated with the studio. To ensure the effective running of Kanvas Academy and to protect all individuals connected with the company it is important that the following codes of conduct are read, respected and adhered to at all times. As an instructor of any class, you must:

- Always consider the well-being and safety of participants before the development of performance.
- Develop an appropriate working relationship with participants, based on mutual trust and respect - Never abuse your authority or power as a teacher.
- Always work within the boundaries of your experience or qualifications.
- You must ensure you have valid insurance cover and a valid DBS (previously CRB).
- Ensure all activities are appropriate to the age, ability and experience of the participants.
- Never raise your voice to a participant, parent, or other member of staff. If there is an issue, diffuse the situation in a calm a collected manner and inform your manager to sort the issue.
- Treat every participant as an individual, and set realistic goals and targets that are obtainable - unrealistic goal setting can have damaging effects on participants.
- Never punish or demean a child for losing or making mistakes. It is through mistakes that performers learn and develop.
- Display consistently high standards of behaviour, language and appearance.
- You must never be under the influence of alcohol whilst children are in your care.
- Do not exert undue pressure on performers to obtain personal benefit or reward.
- Encourage participants to value their performances and progressions.
- Encourage participants to accept responsibility for their own performance and behaviour.
- Mobile phones must not be used in the studio whilst children are in your care (unless you are playing music or contacting someone of importance).
- Always report any incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the Safeguarding and Child Protection Policy.
- Make sure that confidential information is not divulged unless with the express approval of the individual concerned.
- Always remain upbeat and positive while teaching – pass on the good energy!

DISCIPLINARY PROCEDURE

- Instructors that breach the code of conduct will first of all be reminded of the rules.
- Repeatedly breaching the code of conduct will result in a formal meeting to discuss changes to attitude and workplace ethic to ensure that participants of Kanvas Academy are always receiving the best possible experience.