



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 a participant in any class or when representing Kanvas Academy at shows and competitions, you must:

- Participate within the studio rules and respect all the teachers/staff and their decisions.
- Respect your fellow pupils/students.
- Arrive for training on time or inform the instructor if you are going to be late or will not be attending.
- Do not distract, bully or harass other pupils/students at any time. This includes social media.
- Do not use bad language.
- Be polite and display good manners at all times.
- Treat all equipment with respect.
- Wearing the Kanvas Academy uniform is not required, but you must dress appropriately for physical activity.
- All body jewellery must be removed.
- Respect your instructor! They will always do their best to support and protect you.
- Food and chewing gum are strictly prohibited in the studio – however, drinks with a sports cap containing water is allowed.
- All litter must be placed in the bins provided.
- Please leave all valuables at home – Kanvas Academy will not be held responsible for the loss of any items.
- Mobile phones and other electronic devices must be switched off in the studio to avoid distractions.
- Inform the instructor before the warm-up begins if you have an injury or illness.
- Likewise, inform your instructor immediately if you begin to feel ill or sustain an injury during the class.
- Remain with your instructors at the end of the class until you are safely collected by your parent or guardian (if under the age of 18).
- Finally, everyone must enter the studio with a smile and have fun!

### **DISCIPLINARY PROCEDURE**

- Participants that breach the code of conduct will first of all be reminded of the rules.
- Repeatedly breaching the code of conduct may result in separation from other participants (they will be asked to sit out).
- Continuous breach of the code of conduct will result in parents/guardians being informed at the end of the class by the instructor to discuss the situation. If there is no improvement, then parents/guardians will be contacted and will be invited to discuss the future behaviour of their child and agree on joint strategies for monitoring. In extreme cases (violence, property damage) the previous steps will be bypassed and banning the participant from the studio might be considered.