

# ELS SCHOOL OF DANCE

## TEACHER'S CODE OF CONDUCT & RESPONSIBILITIES

If you have any questions or concerns please contact Emma directly on 0417 127 467 or [emma@els-dance.com](mailto:emma@els-dance.com).

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- Always arrive 15 mins before class to set up and welcome students and parents into the venue.
- Be aware and friendly to other people using the venue.
- If available, be willing to cover other classes.
- Have full knowledge of ELS's classes, times and prices so you are able to answer parents confidently.
- Be organised and plan your class beforehand.
- Always treat students and family members with respect.
- Do not discriminate against any students, no matter their background or experience.
- Always provide a supportive and safe environment for our students.
- Do not develop any 'special' relationships with children that could be seen as favouritism (for example, the offering of gifts or special treatment for specific children).
- Do not put children at risk of abuse or ignore or disregard any suspected or disclosed child abuse. (Please read our Child Safety Policy)
- Wear appropriate dance wear at all times.
- Respond professionally and efficiently to any parent concerns.
- Do not do things of a personal nature that a child can do for themselves, such as toileting or changing clothes.
- Do not engage in open discussions of a mature or adult nature in the presence of children (for example, personal social activities).
- Do not use inappropriate language or music in the presence of children.
- Do not express personal views on cultures, race or sexuality in the presence of children.
- Do not discriminate against any child, including but not limited to: because of culture, race, ethnicity or disability.
- Do not have contact with a child or their family outside of our organisation (including

social media) without our knowledge and/or consent.

- Always make ELS a fun and supportive environment where no one feels left out.
- Conduct yourself in a confident and friendly, yet professional manner at all times.
- Complete a write up of any injuries that occur during class and report to Emma as soon as possible.
- Always empower and encourage our students to be the best they can be.
- Be available and willing to help students at events including competitions and concerts.
- Strictly no use of mobile phones during class unless it is class related.
- Take photos and videos to constantly promote ELS.
- Keep Emma up to date with all classes and students.

### Teachers Must Obtain Or Exhibit

- Up to date First Aid and CPR
  - Working with children's check (WWCC)
  - Communication and organisation skills
  - Class planning experience
  - High level of dance experience
  - Australian Business Number (ABN)
  - Keep Kids Safe in Dance training
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