

# Code of Professional Conduct and Practice

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This is the recommended **Code of Professional Conduct and Practice** prepared by the CDMT to guide teachers and instructors on issues of good practice. It is endorsed by the CDMT Validated awarding organisations.

## Fundamental Principles

A teacher should:

- behave with integrity in all professional and business relationships. Integrity implies not merely honesty but fair dealing, courtesy and consideration
- strive for objectivity in all professional and business judgements
- not accept a teaching post or undertake work for which they are not competent or qualified
- carry out their professional work with due skill, care and proper regard for the technical and professional standards expected of themselves

### *Integrity*

A teacher should:

- uphold and enhance the good standard and reputation of the profession
- work in a collaborative and co-operative manner with other professionals and organisations
- not attempt to influence or intimidate any examiner at any examination or a judge at a competition

### *Objectivity*

A teacher should:

- work in an open and co-operative manner with students and families
- ensure that students are not discriminated against on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sex as described in the Equalities Act 2010

### *Competency*

A teacher should:

- acknowledge any limitations in their knowledge and competency and take steps to practice in a fully skilled manner
- assist professional colleagues, in the context of their own knowledge, experience and sphere of responsibility, to develop their professional competence
- undertake continuing professional development to ensure knowledge and practice remains current as required by their individual awarding body(ies) and/or employers

### *Due skill and diligence*

A teacher should ensure that no action or omission on their part, or within their sphere of responsibility, is detrimental to the interests or safety of students.

### *Courtesy and consideration*

A teacher should:

- always act in such a manner as to promote and safeguard the interests and well-being of students
- justify student trust and confidence

## **Confidentiality**

A teacher should ensure that confidential information obtained in the course of their professional work should not be used for personal advantage or be disclosed without the consent of the pupil or parent, except where there is a legal right or duty to disclose. A teacher should be aware of and abide by current data protection legislation and any arrangements for confidential assessment materials that they have responsibility for.

## **Publicity**

- A teacher may seek publicity for their own services, and advertise their services, achievements and school in any way consistent with the dignity of the profession
- A teacher should, under no circumstances, promote their services, or the services of another teacher, in such a way, or to such an extent, that amounts to harassment of the prospective pupil or parent
- A teacher should not publish, or cause to be published, any notice, newspaper, advertisement or any other matter likely to damage the standing of the profession or to damage or depreciate the reputation of any colleague
- Promotional material may contain any factual statement, the truth of which a teacher is able to justify, but should not make any disparaging references to, or disparaging comparisons with, the services of others
- A teacher should use social media responsibly and in a way which is consistent with the dignity of the profession

## **Teaching names**

- A teacher may teach under whatever name or title they see fit
- A teaching name should not be misleading
- A teacher should not use any title, description or designatory letters to which they are not entitled

## **Statutory requirements**

A teacher should:

- comply with all statutory requirements affecting health and safety at work
- ensure the provision of adequate public/products liability insurance and employer liability insurance
- comply with all the statutory requirements affecting the running of the business, including registration of names, income tax, value added tax and any other matter required by law
- ensure that they are in accordance with the law with regard to copyright, recording, public performance and other matters concerning printed matter and recorded music related to their work
- be aware of and comply with legislation protecting children and vulnerable adults

## **Health and Safety**

A teacher should:

- ensure that classes are of a size appropriate to the levels and techniques being taught and the space being used. Students in each class should be of compatible age and/or standard
- be aware of developments in Child Protection legislation and undertake DBS disclosure as required
- ensure that appropriate risk assessment is carried out at teaching venues, that teaching facilities are adequately maintained and provide:
  - suitable flooring appropriate to the techniques and disciplines taught, with a clean, safe surface; to minimise the risk of injury;
  - adequate heating levels and ventilation;
  - suitable, secure and safe area for changing
- abide by Health and Safety statutory legislation requirements, understand their responsibility in case of a medical emergency, where appropriate seek to gain a relevant First Aid qualification, and keep records in an accident book
- ensure that all fire regulations and evacuation plans are displayed and adhered to
- keep appropriate records of contact details and medical information for students

## **Data Protection and GDPR**

A teacher should behave in accordance with sound data protection principles; currently these are the eight data protection principles of The Data Protection Act 1998. Teachers should also be aware of and comply with requirements for the processing of personal data under the General Data Protection Regulation (GDPR). The data protection principles are summarised in **Appendix A**.

**Standards of good practice** for the relationship between teacher and student for principals of performing arts schools, studio principals and individual teachers should:

- have written, clearly defined aims and objectives setting out the broad goals to be achieved by the individual or school. A similar set of objectives will be stated which outline the benefits a pupil can expect to receive through the teaching staff's conscientious implementation of them.
- have written policies covering:
  - Health, safety and injury prevention (see Health and Safety policy guidelines)
  - child protection (see Children and Adults at Risk policy guidelines)
  - Complaints
  - Whistleblowing
- employ teaching staff with experience and qualifications appropriate to the levels and techniques to be taught. Student teachers should be trained and supervised to ensure maintenance of the school's teaching standards
- ensure that staff have:
  - relevant pre-employment checks prior to appointment
  - regular reviews of performance
- conform to sound business practice
- apply appropriate teaching aims and assessment procedures to students
- ensure that students and families have ample opportunity to communicate with their teachers
- use adequate and flexible teaching skills to create a productive learning environment
- keep up to date with policy and practice related to health and safety and Safeguarding
- set up a management committee where appropriate
- know how to access relevant information regarding Child Performance Licences

Individual teachers will:

- encourage communication between student and themselves and other students
- communicate a love of the performing arts and encourage the art of dance, drama and musical theatre
- demonstrate professional attitudes, including punctuality, reliability and responsible care of students
- develop self-discipline and self-motivation in the students
- transmit general concepts of movement in addition to those of a particular styles and disciplines
- develop in the students an appreciation of the characteristic style of each specific discipline taught
- recognise and develop each student's potential and offer appropriate guidance for further progress
- recognise physical differences and limitations and different learning styles, modifying the teaching and seeking advice where necessary. The teaching, choreography and directing must be anatomically safe, and physical corrections must be attempted in a careful and sensitive manner
- uphold the rules of their awarding organisation as applicable

## Appendix A

### The eight principles of the Data Protection Act 1998

The eight principles of the Data Protection Act 1998 may be summarised thus. All data recorded by dance teachers concerning individuals with whom they come into contact (be they child or adult) must be:

1. fairly and lawfully processed
2. processed for limited purposes
3. adequate, relevant and not excessive
4. accurate
5. not kept longer than necessary
6. processed in accordance with the data subjects' rights
7. secure
8. not transferred to countries outside the European Economic Area (EEA) without adequate protection

Where a teacher is processing personal data, GDPR requirements may also apply.

**Notification** – In certain circumstances (but not all) teachers need to register with the Information Commission. However all teachers, must comply with the eight principles of the Data Protection Act 1998 and GDPR requirements where they are processing personal data.

A teacher who holds personal data on computer or other electronic means **may** be required to register with the Information Commission depending on the data held and the purpose/s for which it is held. If, for example, personal data is only stored for the teacher's accounting purposes and record keeping then it might be that registration is not required. **This should always be confirmed with the Notification helpline on 0303 123 1113 or [www.ico.gov.uk](http://www.ico.gov.uk).**

A teacher who holds any health-related information electronically (e.g. on a computer, word processor etc) must, without exception register with the Information Commission.

Information Commissioner's Website: [www.ico.gov.uk](http://www.ico.gov.uk)

Notification helpline: 0303 123 1113