

# ITALIA CONTI

## Code of Conduct

For all students, parents, guardians and carers at Italia Conti on Site and Online.

The aim of Italia Conti events and courses is to ensure that all students experience performing arts in a fun, friendly, positive and safe environment. In order to achieve this, please take note of the following guidelines.

### **1. Health and Safety**

Smoking is not permitted anywhere on the premises.

If the fire alarm sounds, all people on site should follow the Fire Evacuation Policy which the teacher will be aware of.

If the lock in alarm sounds, all people on site should follow the Lock In Policy which the teacher will be aware of.

### **2. Customer Incidents**

Abusive or anti-social behaviour is not tolerated in any part of the premises or at any time, whether towards staff, visitors or students, or on social media.

### **3. Safeguarding**

Italia Conti will take all reasonable steps to ensure that safeguarding and promoting the welfare of children and vulnerable adults. Italia Conti believes that the welfare of the child is paramount, and that all children and vulnerable adults regardless of age, disability, gender, race, sexual orientation or identity, or religious belief have the right to equal protection from all types of harm or abuse.

All staff, students and parents are expected to comply with safeguarding at Italia Conti. Please report any concerns or incidents to the staff on duty or email the manager of your course.

### **4. Punctuality**

It is important that students arrive on time. Those arriving late for classes may miss important information and impede the learning of others. For dance in particular this may mean you miss a warmup which is crucial for safe training. Admittance to class after the class has started is at the teacher's discretion. No refund will be granted due to non-admittance when late. This includes online classes.

### **5. Attendance**

Regular attendance is important in order to not affect the development of the class and the individual student's progress. Students' attendance will be monitored as they prepare for their examinations and assessments, and those who fail to attend clas-

ses and additional lessons may unfortunately be required to withdraw. It is not possible to make up missed classes by attending another class for which you are not registered. This includes online classes.

#### **6. Discipline**

Pupils are expected to behave in a civilized and well-mannered way and to show respect to their teachers, assistants and fellow students when attending. Failure to comply with the rules and regulations may result in being required to withdraw. Bullying will not be tolerated. The same level of behaviour is expected during online classes.

#### **7. Uniform**

Students should be ready for class in full uniform in order to be able to work correctly and safely in class, and to present a neat and elegant appearance. All students for ballet (if applicable) should have long hair in a neatly-tied bun or off the neck. Online students should maintain a neat appearance in the same manner as live classes.

#### **8. Mobile phones**

The use of mobile phones in the changing rooms and classrooms is strictly prohibited.

#### **9. Personal Property**

Students should make sure that they keep their valuable personal items with them at all times. Italia Conti cannot be held responsible for missing items.

#### **10. Data Protection Policy**

Staff members are not at liberty to disclose any information relating to other students. Student information is confidential and retained in accordance with our data protection policy.

#### **11. Social Media**

Italia Conti will not publish or post any images of children under the age of 18, across any of our online channels without prior written consent (and then with minimal personal information). We ask that all parents, guardians, carers and students ensure that they use social media and the internet in a safe way while on Italia Conti premises.