

Code of Conduct

Expectations in respect of all students admitted to the school at RAD headquarters in London.

The aim of the RAD Dance School is to ensure that all students experience dance in a fun, friendly, and safe environment. In order to achieve this, please take note of the following guidelines. We would like to stress that these points are of great importance in assuring the wellbeing of **all students** in the school.

Any student unable or unwilling to comply may be asked to withdraw from the school.

Rules and Regulations

Customer Incidents

Aggressive, abusive or anti-social behaviour is not tolerated from our customers or students in any part of the premises or at any time, whether toward RAD staff, visitors or other Dance School customers or students. The Dance School is also only one part of the wider RAD organisation and we therefore ask that you remember our headquarters is a workplace for many different people. Please conduct yourselves in an appropriate manner and respect RAD staff, visitors and policies at all times. All customer incidents will be reported and investigated accordingly.

Any customer incident reported to management may result in their account being suspended, with the possibility of being fully withdrawn from the Dance School. Serious incidents may result in immediate withdrawal from the Dance School.

Punctuality

It is vital that you arrive in good time. If you are late for class, you may miss important information and impede the learning of others. Admittance to class after the class has begun is at the teacher's discretion.

Attendance

Regular attendance is extremely important. If you do not attend on a regular basis, then your development and that of the class will be affected. You cannot make up missed classes by attending another class for which you are not registered.

Discipline

Students are expected to behave in an orderly, civilised and well-mannered way and to show respect to their teachers, other students and RAD staff. Failure to comply with the rules and regulations may result in withdrawal.

Mobile phones

The use of mobile phones in the changing rooms is strictly prohibited. In the past, people have used apps such as FaceTime to make calls in the changing areas which has led to complaints and concerns about privacy.

Uniform

It is extremely important that you come to classes dressed in appropriate attire which is comfortable to move in. Ballet shoes are mandatory for ballet classes.

Personal property

You must keep valuable personal items with you at all times. The RAD cannot be held responsible if items go missing.

Remuneration and fees

As per the Terms and Conditions for adult classes, fees for non syllabus classes must be paid at the time of online application. Fees for syllabus classes will be invoiced and fees must be paid before the first class of each term. Failure to pay may result in withdrawal.

Car parking

Parking is not permitted in the RAD car park under any circumstances. The car park is reserved for RAD staff, freelancers, examiners and faculty only.

Reception area

It is forbidden to eat or drink anything other than water in the reception areas. Please use the café area.

Safeguarding

The RAD and Dance School have a 'duty' of care' to provide a safe environment for and to promote the health and well-being of children under the age of 18 years and vulnerable adults. The RAD will take all reasonable steps to ensure that safeguarding and promoting the welfare of children and vulnerable adults is embedded in our contact with them through the training and activities we provide.

The RAD 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.

The RAD's **Policy and Procedures on Safeguarding Children and Vulnerable Adults** can be found on the website here: <https://www.royalacademyofdance.org/about-us/corporate-governance/rules-regulations-and-policies/>

All RAD staff, Dance School customers and students are expected to comply with the RAD's safeguarding policy. Failure to do so may result in withdrawal. Please report any concerns or incidents to the Dance School Manager.

Data Protection Policy

RAD staff members are not at liberty to disclose any information relating to other Dance School students. Student information is confidential and retained in accordance with the RAD Data Protection Policy.

The RAD and Dance School's Privacy Policies are outlined in our **Terms and Conditions** and can be found on the website.

Visual and Social Media

The RAD has published a **Visual Media Policy** and a **Social Media and Digital Communications Policy** which can be found on the website here: <https://www.royalacademyofdance.org/about-us/corporate-governance/rules-regulations-and-policies/>

The RAD and Dance School will not publish or post any images (static or moving) 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 and students ensure that they use social media and the internet in a safe and positive way while on RAD premises, and while utilising Wi-Fi on-site. This includes the way in which the RAD is represented when posting, commenting and blogging on any website. Please report any concerns regarding this subject to the Training Department.

Health and Safety

- A record of anyone who has entered the building is kept at our reception.
- Students should wear shoes at all times when walking around the building and make sure that ribbons and laces are tied properly. Outdoor shoes are not to be worn in the studios.
- It is essential that students are in the right place at the right time – if late for class they may miss vital information, impede the learning of others, and place themselves at risk of injury should they miss the warm-up section of the class.
- It is important that students always keep themselves warm between classes in order to protect against injury.
- Students should drink plenty of water, and ensure they keep their energy levels up by eating a healthy snack in between classes.
- Any student who hurts themselves in class or feels unwell should tell their teacher or member of staff immediately.
- The RAD is a work place, and respect must be given to all staff. There must be no running or shouting in the building or grounds at the RAD.
- **Smoking is not permitted** anywhere on the premises.
- If the fire alarm sounds, students, parents and visitors should follow the **Fire Evacuation Policy** included in this information pack.
- No games are permitted in the courtyard as vehicles are constantly coming and going.
- **Parking is not permitted** in the RAD car park under any circumstances. The car park is reserved for RAD staff only.
- Visitors are asked to drive carefully when dropping off and collecting students.
- The consumption of alcohol on RAD premises is strictly forbidden. You should not attend classes whilst under the influence of alcohol if this is likely to affect your ability to participate in a safe and responsible manner.
- You should not attend classes under the influence of illegal drugs. You must inform the Dance School should you need to take prescribed medication at the RAD or carry it with you. This should, however, already be disclosed in the Medical Conditions section of your application.