



Harlequins Theatre School Code of Conduct

For all staff, students, parents, and guardians at Harlequins Theatre School- expectations in respect of pupils admitted to the Dance School.

The aim of Harlequins Theatre School is to ensure that all students experience dance, drama and singing in a fun, friendly, positive and safe environment. In order to achieve this, please take note of the following guidelines.

Punctuality and Attendance

It is vital that students arrive in good time. Those arriving late for class may miss important information and impede the learning of others.

Regular attendance is extremely important. If students do not attend on a regular basis, then the development of the class and the individual student will be affected. Students' attendance will be monitored as they prepare for their examinations and performances, and those who fail to attend classes and additional lessons may be withdrawn.

Discipline

Pupils are expected to behave in an orderly, civilised and well-mannered way and to show respect to their teachers, assistants and other students when attending Harlequins Theatre School. Failure to comply with the rules and regulations may result in withdrawal. Bullying is not tolerated at Harlequins Theatre School.

Uniform

It is extremely important that students arrive dressed and ready for class in full uniform as per our uniform guidelines, outlined in our welcome pack, to be able to work correctly and safely in class, and to present a neat and elegant appearance. All students attending Acro Fusion or Dance Technique (if hair length permits) should have their hair tied up a low bun. We ask that all students make a concerted effort to come to class wearing a bun or headband for shorter hair.

Mobile phones

The use of mobile phones in class is strictly prohibited. Students may bring them to class, but they must be kept in bags and not used during lessons.

Safeguarding

Harlequins Theatre School have a 'duty' of care' to provide a safe environment for and to promote the health and well-being of all children. Harlequins will take all reasonable steps to ensure that

safeguarding and promoting the welfare of children is embedded in our contact with them through the training and activities we provide.

Harlequins Theatre School believes that the welfare of the child is paramount, and that all children 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.

Harlequins Policy and Procedures on Safeguarding Children can be found on the website here: <https://harlequins-theatre.com/wp-content/uploads/2021/05/Harlequins-Child-Protection-Policy.pdf>

All Harlequins staff, Dance School customers and students are expected to comply with our safeguarding policy. Failure to do so may result in withdrawal. Please report any concerns or incidents to our Designated Safeguarding Lead, Debbie Elwell.

Communication

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

Harlequins Privacy Policy can be found on the website here <https://harlequins-theatre.com/wp-content/uploads/2021/05/Zebadee-Privacy-Policy.pdf>

Harlequins Social Media Policy which can be found on the website here: <https://harlequins-theatre.com/wp-content/uploads/2021/08/Harlequins-Social-Media-Policy.pdf>

We ask that all parents, guardians and students ensure that they use social media and the internet in a safe and positive way while at Harlequins Theatre School. This includes the way in which Harlequins is represented when posting, commenting and blogging on any website. Please report any concerns regarding this subject to the Principal.

Harlequins Theatre School is a work place, and respect must be given to all staff at all times.

