

ANNA LEE SCHOOL OF DANCE

CODE OF PROFESSIONAL PRACTICE

This Code of Professional Practice has been prepared to guide this school's professional dance teachers and its wider dance community on issues of good practice.

In all professional and business relations, this dance school and its professional dance teachers shall exhibit respect, honesty, and integrity for themselves, clients, and colleagues. The dance school and its professional dance teachers shall also work in a positive and cooperative manner with other individuals, dance professionals and organisations.

A. RESPECT AND PROFESSIONAL CONDUCT

A professional dance teacher:

- shall strive for objectivity in all professional and business judgments.
- shall carry out their professional work with due skill and care and with proper regard for the technical and professional standards expected of them.
- shall not make negative or disparaging remarks about any other dance professional with regard to the other dance professional's competence or conduct in any dance related activity.
- shall not criticise or make comparisons with other studios/schools.
- shall ensure that students are not discriminated against on the grounds of sex, race, colour, religion, disability, national or social origin, or other status.
- will be impartial and honest towards examiners and competition judges.
- who is also an examiner or competition judge, shall give impartial and honest assessment.
- will make sure their resume accurately presents experience, training and academic credentials.
- A dance professional will often develop their own choreographic ability by producing original works that they create on their own. A professional dance teacher will not use other people's choreography without getting their permission first. If a dance teacher does not get permission first, then they can face serious consequences. Reproducing copy written dance works and movements has the same severity as plagiarising a book.

B. HONESTY AND FALSE ADVERTISING

A professional dance teacher:

- shall accurately portray his or her qualifications or affiliations to the public especially in advertising material and avoid any ambiguity or exaggeration.
- shall refrain from portraying his or her qualifications or affiliations to the public in a way intended to deceive the uninitiated. For example: having danced a child role in the Nutcracker with a professional company and listing it so as to portray having danced professionally with the company. Do not exaggerate your achievements.
- refrain from publishing, or causing to be published, any notice, newspaper advertisement, or any other matter likely to damage or depreciate the reputation of any colleague.
- will not choose business or teaching names which are misleading or which may conflict with existing dance studios, organisations, businesses or companies.

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- shall avoid names which may imply representation or accreditation which cannot be supported by funding or status (e.g. by including a city name, 'New Zealand....' or 'National....').
- will only use promotional material that contains factual statements which can be verified.
- will avoid misleading terms such as 'Principal Instructor' when there is only one instructor.
- will not arrange any advertisement so that it incorporates a misrepresentation of the truth.

C. INTEGRITY AND SOLICITATION OF PUPILS

A professional dance teacher:

- shall behave with integrity in all professional and business relationships. Integrity implies not merely honesty but fair dealing, courtesy and consideration.
- shall refrain from directly soliciting business from another teacher or studio by approaching, in any manner, the pupil, pupils or employees of another teacher and, for any reason at all, to try to induce them to join their school.
- shall refrain from indirectly soliciting business from another teacher or studio by making adverse criticism against other teachers' methods, by offering free coaching, by citing the advantages to be gained by the pupil from the change (e.g. offering roles/parts), or other similar methods.
- shall not use misleading methods to obtain contractual commitments by students.

- When a student attends more than one school, a professional dance teacher shall avoid scheduling classes and/or performances at the same time as the other school when they are aware it will cause a conflict of interest.
- When a student attends two schools then both schools must be acknowledged and represented fairly when the student attends courses, competitions and performances.
- If a professional dance teacher is a competition judge or examiner, then the professional dance teacher will not use their position to entice students to join their school/studio.
- When this dance school or any of its professional dance teachers is approached by a pupil of another dance teacher or dance school, this school will, wherever practical, contact the existing school advising them of the approach made by their pupil.

D. OPERATIONAL ETHICS

This dance school will:

- ensure that the school is capable of providing any services claimed.
- employ teaching staff with the experience, knowledge and/or qualifications required by the levels and techniques to be taught. Student teachers will be trained and supervised to ensure maintenance of the school's teaching standards.
- provide appropriate assessment procedures and will ensure that students and parents receive or have access to advice when necessary.
- conform to sound business practice and provide an efficient fee system.

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- ensure that classes are of a size appropriate to the levels and techniques being taught. Students in each class will be of a compatible age and standard.
- ensure that facilities provided:
 - Conform with minimum safety and space requirements;
 - Have suitable flooring, with a safe surface designed and constructed to minimise risk of injury.
- use adequate and flexible teaching skills to create a productive learning environment. Our professional dance teachers will:
 - Strive to communicate a love of dance
 - Demonstrate professional attitudes, including punctuality, reliability and responsible care of students
 - Strive to develop self-discipline and self-motivation in the students
 - Encourage and support the individual in the class situation
 - Transmit general concepts of movement in addition to those of a particular dance style.
- recognise the role of dance in the development of the whole person. They will also seek to recognise and develop each student's potential, whether it lies in dance or in related fields, and offer appropriate guidance for further progress.
- endeavour to recognise physical anomalies, modifying the teaching and seeking medical advice when necessary. The teaching and choreography must be anatomically safe.
- strive to develop in the students an appreciation of the characteristic style of each specific technique taught.
- assist our professional dance teachers to take responsibility for seeking further knowledge in all aspects of their work.