#### natd code of good practice (child protection)

**It is a condition of NATD membership that this code of practice is implemented**

This code of good practice is the policy of the NATD to safeguard the welfare of all members and their pupils by protecting them from physical, sexual and emotional harm, thereby helping to ensure compliance will current child protection legislation.

**You need to check the following every time you start a class or examination session.**

1. Ventilation 7. Sanitary and hygiene facilities
2. Temperature 8. Condition of all equipment
3. Lighting 9. Positioning of electrical leads
4. Condition of floors and seating 10. Attendance register
5. Fire exits 11. Accident book
6. Visibility of fire extinguishers 12. First Aid Kit

#### Promoting good practice with young people

NATD code of behaviour: -

1. DO treat all young people equally, with respect and dignity
2. DO always work in an open environment where at least one other adult is present (avoiding private or unobservable situations)
3. DO provide an example you wish others to follow.
4. DO respect a young person’s right to personal privacy
5. DO avoid situations that compromise your relationship with young people.
6. DO remember that someone else might misinterpret your actions however well intentioned.
7. DO tell young people, before any movement with touching positions, exactly what the intention is and ensure they agree and do not show discomfort.
8. DO provide access for young people to talk about any concerns they may have.
9. DO recognise that caution is required when dealing with sensitive issues such as bullying or abuse.
10. DO record any accident/injury/unusual incident and any treatment given in an appropriate register.
11. DO NOT permit any abusive peer behaviour (e.g. ridiculing, bullying).
12. DO NOT allow young people to use inappropriate language unchallenged.
13. DO NOT have any inappropriate physical or verbal contact with others
14. DO NOT jump to conclusions about others without checking facts.
15. DO NOT show favouritism to any individual.
16. DO NOT make suggestive remarks or gestures, even in fun.
17. DO NOT allow yourself to be drawn into inappropriate attention seeking behaviour such as tantrums or crushes.
18. DO NOT let suspicion, disclosure or allegation of abuse go unrecorded or unreported.
19. DO NOT permit smoking in any dance area.
20. DO NOT teach beyond the mental and physical capabilities of any pupil.
21. DO NOT ignore this guidance- following the NATD code will safeguard both you and the young person

**Promoting professional good practice**

* + Respect another teachers’ business. Do not directly contact individuals with a view to “poaching” students.
  + Do not use choreography created by another teacher without their permission
  + Avoid establishing a dance school close to an existing NATD school
  + Any business promotion should not be derogatory about another teacher/school. This could be illegal.

**What should I do ................................?**

**If I expect a child is being abused?**

1. Record the facts as you know them.
2. Obtain advice from the duty worker at your local Social Services Department or call the NSPCC 24 hour free phone Helpline on 0800 8005001

**If a child discloses abuse by someone else?**

1. Allow the child to speak without interruption, accepting what is said.
2. Alleviate feelings of guilt while passing no judgment or showing shock or distaste.
3. Advise that you will offer support but **must** pass on this information.
4. Follow steps 1-2 as in first section on this section ‘What should I do....?’ above.

**You must refer;** *You must not investigate***. It is not your responsibility to decide whether abuse is taking, or has taken place but it is your duty of care to refer to the appropriate agencies so that they can take any necessary action to protect the young person.**

The complete documentation of the NATD Child Protection Policy and Code of Good Practice are available from Head Office.

**Safeguarding Children and Vulnerable Adults**

It is an offence for anyone to work with children if he or she is disqualified from doing so. It is essential that Principals of Dance Schools take responsibility for ensuring staff have current DBS checks in place.

Parents assume that teachers have been police-checked, and all teachers are expected to follow the NATD Code of Practice and Child Protection Policies.

NATD have partnered with DUE DILIGENCE CHECKING Ltd (DDC) which is a registered DBS/SCRO Umbrella Body. Subject to a satisfactory disclosure, a certificate can be issued, if required, for public display verifying the process has been completed. Currently, the recommendation for renewal of DBS checks is every 3 years.

Due Diligence Checking Ltd (DDC) – Telephone Number: 0845 644 3298; website <http://www.ddc.uk.net>

N.B. The projected ISA scheme is currently on hold with no action required.