



Imperial Society of
Teachers of Dancing

Member Professional Code of Conduct

January 2025



Introduction

All our members, regardless of grade and location, are required to follow the ISTD Member Professional Code of Conduct.

The code is not exhaustive. Members should be mindful of the Code of Conduct when using their own judgement and common sense.

The code is to be used in conjunction with the latest edition of the **Rules and Standing Orders** which set out definitions and requirements of membership grades, fees, voting rights and elections to office.

What happens if you breach this code?

We take concerns regarding alleged breaches of the Code of Conduct seriously. Alleged breaches of this code or of any applicable ISTD policy, whether brought to the attention of ISTD through its **Complaints Procedure** or by any other route, will be investigated and if upheld, remedial action may be taken in accordance with ISTD's **Standards policy and procedure**.

Our vision, mission and values

Members are required to conduct their business in line with our core mission and our values.

Our vision

To make teaching and learning dance accessible to all.

Our mission

Our membership is recognised as the mark of quality dance teaching around the world. We support teachers to develop their careers and businesses through progressive training, performance qualifications and events. Together, we aim to build a diverse and sustainable dance profession by championing inclusion and increasing access to dance teaching.

Our values

Our values shape everything we do.

Quality We are trusted to provide excellent dance teaching, training, qualifications and services.

Inclusion We are a global family that is committed to improving diversity and equal opportunity.

Innovation We strive to be creative in our thinking and to deliver dynamic solutions that make a difference to dance education.

Passion We are dedicated to inspiring future generations of dancers and teachers.

Integrity We strive to always do the right thing.

Ethical standards and integrity

Being clear of purpose and accountable for their actions members must:

- At all times act with integrity.
- Promote relationships that are based on openness, honesty, trust and respect.
- Listen to and respect all learners.
- Not engage in the private or public criticism of other members as to either their personal or professional attributes.
- Prevent conflicts of interest and avoid any actions or situations inconsistent with their professional obligations.
- Commit to equity, inclusion and diversity – making sure that everyone is welcome and respected, and challenging inappropriate behaviour.
- Respect differences in sexual orientation, culture, disability, ethnicity, gender, race, and religious belief systems, and appreciate that all participants bring something valuable and different to the group/Society.
- Challenge discrimination and prejudice.
- Encourage young people and adults to speak out about attitudes or behaviour that makes them uncomfortable.
- Never attempt to intimidate or otherwise influence an examiner or competition adjudicator.
- Never use aggressive or deceptive or otherwise unscrupulous business practices to undermine competition from other members or other legitimate business not affiliated with the Society.
- Never engage in talent scouting or poaching of students.

Professional competence

Working with dedication, determination and personal responsibility to deliver excellence in all we do, members must:

- Undertake regular Continuous Professional Development (CPD) and training to ensure skills and knowledge are up to date, including responsibilities for safeguarding children and adults at risk.
- Self-assess and critically reflect on their abilities on a regular basis and only carry out work for which they are skilled and qualified to do so.
- Ensure all volunteer and paid teachers they employ to carry out work are skilled and qualified.
- Encourage constructive communication between teachers and learners and foster professional attitudes to work and dance.
- Seek to resolve problems by effective communication with learners and other members.
- Understand what a conflict of interest might be and how to address conflicts of interest that arise.
- Acknowledge difference and differing needs and abilities; exploring ways for their learners to thrive within dance.
- Treat learners fairly and without prejudice or discrimination.
- Understand that children, young people and adults at risk have individual needs.
- Make sure feedback to learners is not detrimental, unkind, unjust or damaging to the health and wellbeing of the individual.
- Not use sarcastic, insensitive, derogatory, racist or sexually suggestive comments or gestures when carrying out duties or responsibilities as members.

Legal and professional obligations

ISTD expects its members to conduct their businesses in a professional manner (and in accordance with the legislation that applies in the country where they operate) at all times. Members must:

- Comply with all the published policies of the Society.
- Protect the interest of their students.
- Manage information obtained in the course of professional work with due care and diligence and - where applicable - in accordance with the data protection laws that are in effect in the country where they operate.
- Operate in a safe environment, ensure that risks have been considered and mitigated, and comply with all statutory and legal obligations such as Health and Safety, Data Protection, criminal record disclosures, copyright.
- Have appropriate and valid insurances in place.
- Report concerns or allegations immediately, to an appropriate competent authority (e.g., police, social services, the Information Commissioner's Office (ICO), NSPCC, or country equivalent) and, where appropriate, to ISTD.
- Not carry out duties which involve a duty of care towards children or adults at risk while under the influence of alcohol or drugs, and not smoke, or vape, or consume alcohol while carrying out such duties.

Legal and professional obligations *continued*

Safeguarding

Members and their staff and volunteers have a duty of care towards children and adults at risk who attend their classes. This means that members must:

- Be aware of the ISTD Safeguarding policy and procedure and undertake appropriate training.
- Take reasonable steps to ensure the safety of the children (and adults at risk) and protect them from harm.
- Take all reasonable steps to safeguard learners from bullying, harassment and all forms of abuse.
- Report all concerns of abuse to the appropriate authorities (e.g., police, local authority social services departments) and to keep ISTD informed of steps taken to safeguard learners and of steps taken to ensure the concerns are thoroughly investigated.
- Use best endeavours to ensure that all teaching staff are suitable to work with children and/or adults at risk, and of an appropriate level of competence.
- Have appropriate DBS/equivalent record checks in place in accordance with the protocols in your country of residence.
- Exercise caution when discussing sensitive issues, especially with children, young people or adults at risk.
- Ensure their contact with children and young people is appropriate and relevant to the work of the activity they are involved in. Members must not develop overly familiar or inappropriate relationships with children, young people or adults at risk. Do not let children, young people or adults at risk have their personal contact details (mobile number, email or postal address) or have contact with them via a personal social media account.



- Not engage in behaviour that is in any way exploitative, threatening or abusive, including:
 1. Having any form of sexual contact with a child, young person or adult at risk.
 2. Grooming
 3. Patronising, humiliating, or belittling learners
 4. Body shaming,
 5. Pressurising students into partaking in diet and exercise regimes harmful to their health and development.
- Ensure that whenever possible, there is more than one adult present during activities with children, young people or adults at risk.
- If a situation arises where they are alone with a child, young person or adult at risk, ensure that they are within sight or hearing of other adults.
- If a child specifically asks for, or needs some individual time with a member, the member should keep this time to a minimum and ensure other adults know where they and the child are.
- Only provide personal care in an emergency and make sure there is more than one adult present, if possible, unless the provision of personal care is part of their role and they have been trained to do this safely.
- Value and take all learners' contributions seriously, actively encouraging them to make suggestions and give feedback.
- Respect a learner's right to personal privacy as far as possible. (If a member needs to break confidentiality in order to follow the safeguarding procedure, it is important to explain this to the child, young person, adult at risk and/or their carer at the earliest opportunity).

Legal and professional obligations *continued*

Promotion, copyright and intellectual property





ISTD provides a range of resources and tools to help members promote and run their businesses. Members must:

- Promote and publicise their services in any way they see fit provided it does not contravene the brand guidelines of the Society or damage the reputation of the profession or that of any professional colleague.
- Not share and/or reproduce Imperial Society of Teachers of Dancing (ISTD) syllabus material including DVDs, CDs, books and material produced and stored electronically, either online (including social media) or stored on local devices. This includes filming content from the syllabus material, including material that is streamed live or in recorded form, for either streamed or downloadable content or DVDs. Syllabus material should be used to support teachers training learners in the classroom – in person, or in a virtual space. Syllabus material remains the intellectual property of the ISTD.
- Other than to declare their membership of ISTD, not promote private events/training which are not organised by the ISTD in such a way as to give the impression that the events have been organised or endorsed by ISTD.
- Not record any of our courses or learning materials with the intention of sharing and reposting with other parties.





Imperial Society of Teachers of Dancing

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