

Code of Conduct - Control & Move Fitness CIC

Policies created by Director C.MUCKLE

To be followed by grown ups, children, staff and external visitors.

Studio & Class rules

Consequences

Tactile Correction and Consent

Appropriate Clothing for class/performances

Advertising & Social Media

Holiday Closures 2024-2025

Notices and Messages

Injuries

Attendance

Anti Harassment & Bullying Policy

Studio and Class rules

1. Be respectful of the staff and other site users by keeping noise levels to a minimum in waiting areas/stairways.
2. Students are expected to treat staff with respect and maintain a positive attitude. If a student is unable to maintain the proper etiquette in class, the instructor may be asked to sit down / pause from the activity. If a student is repeatedly asked to sit down in class, he/she/they will be given a clear explanation of the reasons and grown ups will be informed.
3. We, as a studio, reserve the right to suspend or dismiss any student whose conduct or attitude is found to be unsatisfactory.
4. Please respect the expertise and decisions of the teaching staff.
5. Video recording and photos (done by teachers) during group classes are allowed ONLY during demonstrations at the end of the class where the instructor shows the routine learned during the class. These videos will only be sent to grown ups if all grown ups of the dancers in the video consent. If this is the case, the videos will purely be used for learning purposes within the session.
6. Students must be on the register for that class either through a single booking or class pass. If they are not on the register, the coach leading the session reserves the right to question why this may be the case.
7. Food is not allowed to be consumed in the studio unless it is snack time at a workshop. Drinks consumed must have a sealable lid.
8. Students are responsible for disposing of their garbage and are expected to treat the Studio and equipment with respect.
9. If anything is spilled, it should be wiped immediately or a staff member should be informed to take action.
10. No smoking or the use of e-cigarettes and vapes on the premises.

11. Reporting to work or coming to take classes intoxicated or under the influence of non-prescription drugs, and the illegal manufacture, possession, use, sale, distribution or transportation of drugs will result in asking you to leave the premises immediately. More serious disciplinary actions will be taken against staff members in such cases.
12. Bringing or using alcoholic beverages to the Studio is not allowed, except when authorized during events and private client's events with the proper alcohol license.
13. Use of vulgar language and jokes is prohibited.
14. No physical intimidation or injury, verbal harassment, theft, destruction of Studio property or property of others, verbal abuse, lewd, vulgar conduct, profanity, sexual harassment or coercion, firearms or weapons of any kind, self-destructive behavior, willful destruction or misuse of SWS or another person's property, inappropriate use of the internet and improper use of cell phones.
15. No staff is allowed to have any communication with students/clients by email, text, Twitter, Instagram, Facebook, etc unless adults attending adult classes or booking events.
16. Staff are not allowed to use the Studio's registration system to obtain any personal information and contact students/clients unless it is a Studio related matter or with the student/client's permission.
17. No treating a student/client or co-worker in a demeaning manner.
18. Theft of property from co-workers or students/clients of the Studio is strictly prohibited.
19. Being in the Studio without permission from the teacher is not allowed.
20. Soliciting gratuities from students and clients is prohibited.
21. Staff members are forbidden from having any student in their cars for any reason.

Applicable To Staff Members And Students/Clients

Please note these are only examples of common sense rules, which experience has shown to be both necessary and most effective in maintaining sound working and teacher-student relationships. They are only typical of cases, which can result in disciplinary action ranging from verbal warning to discharge and are not to be

construed as limiting or restricting disciplinary action to only the specific cases listed.

Consequences

Consequences for not abiding to the studio/class rules may include (but are not limited to):

Dismissal from the Studio

Suspension from classes

Fines

Probation

Tactile Correction & Consent

Acrobatics, dance and circus requires “hands-on” instruction, as well as verbal instruction.

Instructors will regularly need to correct students by touching their arms, legs, feet, hips, back and head. Instructors will also verbally correct students during class. Consent will always be asked by the instructor in an open manner. If a student feels uncomfortable with this, they should communicate that directly with the instructor and/or escalate the issue to the Owner.

Physical Contact, tactile correction or sometimes known as hands on correction is a physical activity and appropriate physical contact between Acrobats, Dancers and Circus participants and Coaches in the studio is essential to safe training. Coaches can make physical contact with a student to illustrate a concept or to adjust a student's alignment. In classes, teachers may

demonstrate with participants in ways which will involve supporting and lifting. In choreographic teaching and showcase preparation, teachers may demonstrate positions and movements to the participants by moving parts of their bodies and by moving dancers in relation to each other: this often involves a considerable amount of physical contact with participants. We, as a company recognise that such physical contact is a potentially complex area; and the company also fully recognises its responsibilities for safeguarding participants and staff (teachers) and for protecting their Welfare.

The following principles and procedures are in place to fulfill the companies obligations: a)

Contact by the Coach (teacher) is only ever done to assist the participant with correcting placement, due to safety concerns (aerial and acrobatics) and always with an awareness of everyone's needs at that moment.

b) All Coaches (teachers) will treat any physical contact with the upmost sensitivity and care, and with due regard for the wishes of the participant and consent will be asked (unless in safety concerns ie student is stuck in aerial equipment).

c) Contact will not involve force or the use of any instrument.

d) Coaches (teachers) will be mindful of location and avoid situations where they are isolated with a participant; all groups should be held in studios and dance area with windows.

e) Participants are encouraged to discuss any worries with either their Head Coach, their grown up and/or any member of staff.

f) Both participants and Coaches (teachers) should feel free to report any concerns to the Head Coach, or the Designated Safeguarding Lead, Catherine. If this is not possible, then you should contact the board of directors.

Appropriate Clothing for class/performances

Appropriate clothing for classes must be clothing you are comfortable taking part in physical activity in. Whilst we do not have a uniform per se, we do expect everyone to attend classes ready to participate in their chosen class.

If attending acrobatics and circus, we ask that you remove socks and jewellery and hair is tied back off of your face. This is to avoid your hair getting trapped in the equipment.

For circus classes, wearing anything metal is prohibited. This is because things such as zips can damage the equipment and hurt participants. Aerial does hurt as it requires skin friction to the piece of apparatus as well as endurance of skin on the hands for gripping. We ask that you wear cotton leggings and bring a long sleeved jumper, tshirt with you in the event of performing moves that may damage skin.

We do not allow students to wear false nails when participating in any of our classes due to the nature of these classes, however in the event this does happen, you must make your coach aware so they can teach you a different grip to keep you and the equipment safe.

Advertising and Social Media

Students may be photographed and/or videotaped during classes, rehearsals, workshops and/or events by a member of Staff/Photographer. We will use these images/videos for their archives and/or for commercial and social media purposes and will never pair a student/client's name with the image, unless provided with permission by the student/client. Every grown up of all participants will sign a waiver form allowing their image/video to be taken and used for these purposes. If consent is not given, the owner will let the photographer/videographer know that images and videos of them should not be posted or used anywhere.

Opening times & Holiday Closures 2024-2025

Autumn Term

Opens Monday 2nd September

Closes Sunday 27th October 2024

Half term(studio is closed) : Monday 28th October – Friday 1st November 2024

Winter Term

Opens 3rd November 2024

Closes Sunday 22nd December 2024

SHOWCASE DATE: Saturday 14th December 2025

Holidays (studio is closed): Monday 23rd December 2024 – Friday 3rd January 2025

Spring Term 1:

Opens Sunday 5th January 2025

Closes Sunday 23rd February 2025

Half term camps (off regular timetable) Monday 24th February - Friday 28th February 2025

Spring Term 2:

Opens Sunday 2nd March 2025

Closes Sunday 13th April 2025

Easter Holiday Camps (off regular timetable and closures) Monday 14th April 2025– Friday 25th April 2025

Summer Term 1

Opens Monday 28th April 2025

Closes Sunday 25th May 2025

Half term (closed) Monday 26th May – Sunday 1st June 2025

Summer Term 2

Opens Monday 2nd June

Closes Sunday 20th July 2025

SHOWCASE DATE: Saturday 5th July 2025

Studio closure: 21st July - 27th July

Holiday Camps: Monday 28th July 2025 - Friday 29th August 2025

Notices & Messages

All class/show notices and messages are received via email from the Wix booking system and are posted on the website and Facebook page. Please make sure we have a current email address at all times and that you have allowed us to send you such communication. You can always correct your email within your online profile or contact us to do that for you. If you do not have an email address, it is your responsibility to check with the staff for any posted notices and messages.

Injury

Control & Move Fitness CIC strives to provide the safest possible environment for students to learn and practice acrobatics, dance and circus. Our dance studio floors are sprung and our high quality equipment is suitable for the activities within classes.

All areas are cleaned regularly to ensure a healthy environment for our classes and events.

The company is not responsible and will not be held liable for any injuries that occur on the Studio's premises and outside. All staff are first aid trained. We understand injuries can happen at any time so we ask you to communicate with us as soon as an injury has occurred.

Attendance

While students are allowed to drop in to classes, we strongly encourage that students who choose to attend a series of classes, do so from start to finish to ensure continuous education and solid foundations.

Refunds & Cancellation Policy

We operate a 48 hour cancellation Policy. Online reservation is required for all classes. Students must reserve every class they plan to attend. Refunds are only given if the class has been cancelled or cannot go ahead due to unforeseen circumstances or participants/grown ups have informed us outside of the cancellation policy.

Private lessons have to be cancelled at least 1 week before the private lesson is scheduled to begin.

Workshop payments are not transferable and non-refundable.

Anti Harassment & Bullying Policy

We do not tolerate bullying or harassment of any kind. It is the policy of Control & Move Fitness CIC to hire employees and contractors as well as to provide services to students/clients regardless of race, religion, color, national origin or sex. All applicable laws relating to age, marital status, disability and discrimination will be strictly adhered to. More information can be found in our ***Equal opportunities Policy***.

The company expressly prohibits any form of unlawful staff, student/client harassment based on race, colour, religion, sex, national origin, age, disability or status in any group protected by state or local law.

Staff members, students/clients who wish to register a complaint regarding any harassment based on race, colour, religion, sex, national origin, disability or other protected factor should follow the procedure set forth in the '[Anti Harassment and Bullying policy](#).'

It is the Policy of the company to maintain a safe and professional work environment free of harassment for all of its staff as well as students/clients. To that end, the company has adopted the following policy:

We strictly prohibit sexual harassment of any staff member and or student/client. We strictly prohibit all other forms of harassment of any staff member and student/client based upon that person's race, colour, religion, ethnicity, national origin, age, disability,

sexual orientation or pregnancy. We are committed to the prevention of any and all impermissible harassment.