

## Codes of Conduct & Practice

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## Learning Culture

At Northern School of Contemporary Dance we work to create an inclusive environment in which all students are able to develop as individual dance artists, supported by their peers and tutors. We are a diverse group of people coming together from many different cultures with many different ideas about dance, about education and about life. We believe our differences should be celebrated and that they can only enrich the experience of training here but we also recognise that entering a new learning culture can be challenging and would therefore ask you to:

- work with patience and generosity of spirit in order to create a positive learning environment for all
- take the time to get to know your classmates and understand their point of view
- be supportive of peers
- consider the importance of learning to work both as an individual and in collaboration as a member of a team
- recognise the value of approaching all of your classes with curiosity and an open mind
- be aware of the need for reflection and independent study in taking responsibility for your own learning
- be prepared to take on new ideas and 'let go' of previously formed habitual thought and movement patterns
- be aware that dealing with new ideas can be confusing and overwhelming but this is a natural part of progressing
- be aware of the need for consistency of approach in order to see progress
- commit to working through the resources prepared to support and enhance your physical practice i.e. reading and resource lists.
- work mindfully in relation to safe practice and individual physical structure
- seek to recognise your strengths and weaknesses and apply this knowledge in setting targets for improvement.

## Code of Conduct

Once you join the School you are expected to share the responsibility for creating an environment in which everyone can learn and enjoy the academic and social life of the School. Northern School of Contemporary Dance asks that you please abide by the following guidelines:

### Environment

1. Respect School property and other people's belongings.
2. Support the School with its security by keeping visitors and guests to a minimum and ensuring that all visitors or guests sign in at Reception on arrival and remain in the foyer waiting area. All visitors must sign in and comply with the School visitors system. Permission must be sought in advance for visitor access the School apart from on open days or public performances. Please note that visitors are not allowed to observe any classes or rehearsals except where arranged or agreed by the School.
3. The School cannot give students permission to use external rehearsal spaces (except where organised by the School). Students using external facilities under their own arrangements are not covered by the School's insurance policies or its Health and Safety Policy and therefore the School cannot accept responsibility for any injury, loss or damage sustained off the School premises.
4. Students are not permitted to book rehearsal space at NSCD for external projects or on behalf of people external to the school.
5. Only eat and drink in the designated areas. Eating and drinking (except bottled water) are not allowed in the theatre, classrooms, studios or the Library. The School is a non-smoking environment apart from the designated area.

### Behaviour

1. Be considerate and respect everyone else in the School, ensuring you are polite and courteous at all times. This includes respecting other's race and religion; gender; sexual orientation; disability; age; social background and role within the School. Harrassment will not be tolerated. Harassment can include bullying, insulting comments, offensive behaviour, jokes, threats and giving people unwanted attention.
2. Do not engage in gambling, consume alcohol or take or deal in illegal substances on School premises. Any drug-induced or drunken behaviour will be subject to disciplinary action.
3. Move about the learning areas, studios, classrooms, offices, reception areas, car park and grounds in an appropriately orderly fashion.
4. Take care to act safely and not put yourself and others at risk. If there are special safety requirements related to your studies you must comply with them.
5. Physical violence or aggressive behaviour will not be tolerated and any act of violence or aggression can lead to your being immediately suspended.

The School Code is there to protect everyone. If you do not follow these guidelines you may be subject to disciplinary action which could lead to your expulsion from the School.

## Code of Practice

To ensure all students are able to gain maximum benefit from Northern School of Contemporary Dance's professional dance training programmes, and that all students, staff and guests feel confident and comfortable in the building we have devised a code of practice. Professional dance artists need to work effectively with others, whether in a company setting or working on independent projects and it is through the classes you undertake at NSCD, in all curriculum areas, that you will begin to fully explore and appreciate the benefits of a collaborative approach to learning.

Please read and carefully consider the following information and advice in order to help us all maintain a positive, healthy and professional working environment.

### **Care of the working space**

It is very important that each and every one of us works together in taking responsibility for maintaining the School facilities. The School tries to maximise space around the building and ensures facilities are clean, safe and in a good state of repair. Please help us with this task by thinking about the following:

- Help the cleaning and catering staff to make sure our environment is a pleasant one by tidying away litter and ensuring that you return things to their rightful place after using them.
- The floors in the studios must be safe for you to dance barefoot and therefore outdoor shoes must not be worn in them as grit or glass may be left behind.
- Outdoor shoes should be left in the shoe-racks provided outside the studios and bags, folders and coats should be kept in lockers whilst you are in class to ensure the corridors and studios are free from clutter.
- Corridors and the areas surrounding doors should always be kept clear to ensure speedy evacuation of the building should it ever be necessary and to make sure people don't trip and hurt themselves whilst making their way around the building.
- Food and drink should not be taken into studios with the exception of water in a plastic bottle, as cans, glass bottles and hot drinks are potentially dangerous.
- Hair gel and body oil can leave studio floors slippery. Aerosol deodorants or other perfume sprays can aggravate asthma and other respiratory conditions so please don't use them anywhere in the building except the changing rooms.
- Make use of your lockers and don't leave personal belongings around the building and studios, particularly your valuables.

## **Use of the Bodywork Studio:**

Please remember that the Bodywork Studio is a shared working space. It is used for many reasons; muscle toning, Cardiovascular training, restorative work, stretching practice. For all our comfort please have in mind the following:

- Return equipment after use in other studios
- Store equipment in the correct place
- Treat equipment with care
- Dispose of rubbish
- Respect students doing rehab work and give priority to those on Alternative timetable

## **Clothing and appearance**

Whilst different types of clothing will be appropriate for different activities, wearing clean and appropriate clothing in the studio will ensure your comfort and safety. The teaching of dance by necessity involves a 'hands on' approach; there will be times when tutors and classmates make physical contact to make modifications to posture or alignment for example. Below are some general points to consider to ensure everyone's comfort in the studio:

- Remember it is at your tutor's discretion to prevent you from participating in class if they do not feel you are suitably dressed.
- Ensure you have enough suitable dance clothing for your practical sessions, allowing for you to clean your clothing regularly.
- Students should wear supportive underwear such as dance supports or sports bras as necessary. This is to ensure comfort, safety and to adhere to professional standards.
- Students are asked not to wear cropped tops for practical classes, the leg-length of dance tights/all-in-ones/jogging bottoms should reach at least mid-thigh.
- All hooped jewellery, including face piercings, should be removed. Small studs are permissible but students should be clear that there is an increased risk of injury they are choosing to take. Guidelines around jewellery and piercings are in place to ensure that when working with partners, or receiving hands on feedback, piercings are not unintentionally caught and ripped out, which would be unpleasant for all concerned. If you can't remove your piercing please tape it down, but it should be noted that the School will not provide tape for this purpose.
- Consider a hairstyle which doesn't cover your eyes or face or inhibit your participation in any element of all classes.

## **Clothing requirements for technique classes**

In technique classes tutors will want to give specific and constructive feedback in relation to the way your body is working. In these sessions you are therefore asked to wear (as appropriate):

- Thin, tight-fitting, clean cotton/lycra dance clothes.
- Loose fitting, clean cotton clothing.
- Bare feet throughout contemporary classes however, at times, individual tutors may request that you wear socks - so always be prepared.

- For ballet classes all students **must** own a pair of well-fitting ballet shoes although individual tutors may at times request that socks are worn in place of ballet shoes. Canvas shoes with suede split-soles are recommended.

Comfortable clothing in line with these guidelines should be worn for all practical studio-based sessions, even your own unsupervised rehearsals. All of your practical sessions are dance classes and you should always be prepared to move in a safe and efficient way.

### **Preparation for practical sessions**

Preparing for a class is very important in order to ensure you get the most out of it! Practical sessions vary and, with guidance from staff, you will need to work out what helps you most as an individual. Your approach to warming up for the first class of the day will be different to how you think about preparing for a session after lunch, and it is vital you take responsibility for preparing your body and mind thoroughly for every session you participate in to avoid injury and gain maximum benefit. Careful consideration of the following advice will help you to develop an appropriate and professional approach to preparing for studio-based work:

- Dancers are expected to arrive in the studio at least 30 minutes before their first class in order to warm-up effectively. A warm-up should include activities which;
  - raise the body temperature
  - mobilise joints
  - activate muscle groups
  - include relevant body conditioning
  - include practice of specific and challenging co-ordinations from class material
  - include **gentle** stretching
  - mental preparation
- Warming up for subsequent classes later in the day may include similar activities but for a shorter duration and perhaps at a lesser intensity. It is important to note that in choreographic workshops or rehearsal sessions it is not usual for the choreographer or tutor to lead a warm-up – it is the dancers' responsibility to adequately prepare.
- It would not be usual for latecomers to be admitted to class as is standard professional practice – latecomers are more prone to injury and can also be a distraction to other class members.
- MP3 players etc. may be used with headphones during warm-up and cool-down periods but you should not use the studio sound systems. It is important to respect your colleagues and not to distract them from their own warm-up or cool-down - enforcing an individual's choice of music through the main sound system is unfair to those who don't share your musical taste!
- Before the session begins it is important to inform the tutor of any injury or health problems and take responsibility for your own safe practice. Participation in the class, workshop or rehearsal is at the tutor's discretion.
- Shortly before the session begins, any clothing unsuitable for the session should be removed and stored out of the working space on the coat hooks provided so the class is ready to start on time, as is standard professional practice.
- Mobile phones, bags, folders, coats and valuables should not be taken into studios and should be left in lockers. If you wish to use your mobile phone as a learning aid please discuss this with a tutor.
- Students should **always** bring a notebook and pen, or recording device, to all sessions to capture important information.

### **After classes, workshops and rehearsals**

Practice is the dancer's route to excellence and participating in class is not enough. Just as students of other disciplines take personal time to study, so dancers must take every opportunity to overcome challenges through spending time practising both in and outside of the studio. After all sessions you should think about the following advice:

- Class material not fully achieved in the class should be practised and refined in the studio. This can take place either immediately after class or later in the same day after a period of reflection.
- Time should be taken to warm-down after class so that the body and mind have time to adjust before moving into a change of temperature and environment.
- In consideration of all students and staff, it is essential that high standards of personal hygiene are maintained. It is recommended that you shower after technique classes and it is vital that clean dance clothes are worn daily.

## Library: Code of Practice

In the interests of ensuring a quiet and safe learning environment for all, we ask you to follow these simple guidelines when using the library and its resources:

### General

- NSCD has policies which relate to the use of school computer systems and the internet. Please familiarise yourself with these guidelines
- Where possible leave coats/bags elsewhere, as these can cause an obstruction when the library is busy
- As in all work spaces please respect other people and switch off mobile phones and turn down iPods before you enter the library area
- To help us protect the library collections and computers food/drink should not be brought into or consumed in the library space (you may however bring in your water bottles)
- Be mindful of other students working in the library space
- Treat all resources with care and be mindful that they are for use by all school students and staff
- Resources borrowed on your student ID are your responsibility – be careful not to lose them or about lending them to other people

### Overdue books/AV resources and renewal

- Loan books can be renewed once
- Overdue books are fined at 10p a day until an item is returned (£1.00 for overnight loan items)
- Overdue Audio Visual Kits are fined at £2.50 a day until an item is returned
- Audio Visual Kits can't be renewed, but can be reserved for use in advance (more information can be found in the library guide in the Library section of Moodle)
- Library users with overdue items will be able to borrow further resources, once the overdue item has been returned and any fines paid

### Reservations

- You can reserve one title or AV kit at a time
- You'll be notified by email when a title/kit you have reserved is available for collection, books will be held for you for 5 working days

### Replacement

- Lost or damaged items will need to be replaced by the borrower

## Computer systems: Code of Practice

### Access

1. As a student registered on a programme of study Northern School of Contemporary Dance you are entitled to use the School computing system. Access to these facilities is conditional on your signing the Library User Declaration Form and observing the following conditions of use.
2. Students with permission to use the computing facilities are allocated a user code. Your user code entitles you to use the School systems for course work only.
3. Students should use their own account only. The provision of false or misleading information for the purpose of obtaining access to another account, computing or network facilities is not allowed. **This may be regarded as a criminal act and may be treated accordingly by the NSCD.**

### Proper Practice

1. You must not try to gain unauthorised access to any computer system anywhere from an NSCD computer (commonly known as hacking) or deliberately introduce a virus into the School computer system.
- 2.
3. You must not do anything, wilfully or through negligence, which might cause harm of any sort to any computer system anywhere, or to any of the programmes or information on any system.
4. You must not download, generate, change, make use of, store, print or transmit obscene materials or information which can reasonably be judged to be inappropriate or offensive to others. This includes harassment via e-mail or other forms of electronic communication, and the propagation of chain e-mails.
5. If you are requested by a member of NSCD staff to justify your use of School computer facilities you must explain (in confidence, if necessary) what you are doing, and how and why you are doing it. You must then comply with any requirements or restrictions placed upon you by the member of staff.

### Rules and Regulations

1. You must always comply with all valid regulations covering the use of software and datasets, whether those regulations are made by law, by the producer or supplier of the software or datasets or by any other legitimate authority. If you have any doubts seek advice before using the software or dataset.
2. Unless you have formal permission from the appropriate person or organisation, you must not copy software (even as a backup copy) or make it available in any way to anyone else.

The Data Protection Act regulates the storage of personal information (i.e. any information that can be identified as relating to a particular person or persons) on computing systems. It is your responsibility to ensure that any such information complies with the law.

### **Breach of Conditions of Use**

Any member of the NSCD Management Team may immediately suspend access to the computing systems by any person suspected of contravening any of these conditions. After enquiries, NSCD may:

- re-instate access to computing systems
- continue the suspension
- instigate disciplinary procedures which may lead to expulsion from NSCD.

### **Liability**

NSCD will endeavour to ensure that its computer facilities (hardware and software) are available as scheduled and function correctly and that information held on computer media is secure. However the School accepts no liability whatsoever for any loss, delay or inappropriate access as a result of any system or software malfunction or breach of security.

### **Acceptable Use**

It is not permitted to leave a programme running on a workstation for a long period (longer than 5 minutes) unattended or to attempt to reserve it by leaving coats, books, notes, etc. to indicate that it is in use. Screen locking software on shared computers is not allowed.

Computer games may not be installed on or accessed through NSCD computers

### **Fault Reports**

Any deficiencies in hardware or software should be reported to the Librarian or the IT Manager.

## **Internet use: Code of Practice**

### **Acceptable Use**

Students must use the Internet responsibly. If you have any doubts about the safety or appropriateness of material you wish to download from the Internet seek advice from Library staff or Course Tutors. Some material may risk criminal prosecution or civil legal action.

NSCD will consider it a serious matter if anyone ignores such advice or acts in a way that damages the reputation of the School. This may lead to disciplinary action, including expulsion.

As a user of the Internet, you must be comply with copyright regulation and be very careful about plagiarism issues (copying, modifying, disseminating or using information that belongs to another person or organisation).

### **Electronic Mail**

A NSCD email account is provided to each student. If you access your own external email account via a School computer you must still comply with NSCD Computer Systems: Code of Practice (see previous section).