

Northern School of Contemporary Dance

Codes of Practice

Name of Policy Writer/Amendments	Date Written & agreed / Amended	Approved by	Review Date
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Contents

Learning Culture	3
Code of Practice	4
Library	7
Computer systems	8

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 diverse life experiences and many different ideas about dance, education and 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 staff across all areas of the School, in order to better understand their point of view
- be supportive of peers, tutors, guests and staff across all areas of the School
- 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 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 practice i.e. reading and resource lists.
- work mindfully in relation to safe practice, individual physical structure and learning preferences
- seek to recognise your strengths and weaknesses and apply this knowledge in setting targets for improvement.

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 NSCD's Codes of Practice underpins our learning culture. Professional dance artists need to work effectively with others, whether in a company setting or working independently and through your engagement with NSCD curriculum, 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 for all students, staff and visitors to NSCD.

Behaviour

- 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. Harassment will not be tolerated. Harassment can include bullying, insulting comments, offensive behaviour, jokes, threats and giving people unwanted attention.
- Be considerate of other when moving about the learning areas, studios, classrooms, offices, reception areas, car park and grounds, ensuring that everyone can move freely through the space.
- 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.
- Any gambling, drug-induced or drunken behaviour, or the taking or dealing of drugs on the School premises will be subject to disciplinary action.
- Physical violence or aggressive behaviour will not be tolerated and any act of violence or aggression may lead to suspension of your studies.

Environment

- Respect School property and other people's belongings.
- Support the School's security by keeping visitors and guests to a minimum. Please note that permission must be sought in advance for visitors to observe any classes or rehearsals. All visitors are required to comply with NSCD policies and procedures.
- 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.
- Permission must be sought in advance to book rehearsal space at NSCD for external projects or on behalf of people external to the school.
- You can drink bottled water anywhere in the building. For eating and drinking other types of beverage, please use the foyer and café areas, and avoid studios, seminars rooms and the Library.
- In the interests of everyone's health, the School is a non-smoking environment apart from the designated area, just inside the side entrance gates on Louis Street.

Care of the working space

- Respect the instruments and musicians' space: do not put anything on the drums or pianos (even when covered) and do not block the accompanists' view in class.
- 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, along with your valuable, whilst you are in class to ensure the corridors and studios are free from clutter.
- Should you be required to wear trainers in class, please ensure they do not mark the floor – light-soled trainers are often most appropriate.
- 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.
- Please avoid the use of hair and body products that leave studio floors slippery.
- Please avoid the use of aerosol deodorants or other perfume sprays outside of changing facilities as they can aggravate asthma and other respiratory conditions.

Use of the Bodywork Studio

Please remember that the Bodywork Studio is also 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

- It is at your tutor's discretion to prevent you from participating in class if they do not feel you are dressed in a way that supports the health and safety, and comfort of all within the professional dance training setting (see also the School's Safe Touch Policy in the Student Handbook section D: <https://www.nscd.ac.uk/policies-and-procedures/>).
- Your clothing/jewellery/hairstyle all need to allow you to participate fully in the range of activities offered by NSCD tutors and to move in a safe and efficient way.
- Ensure you have enough comfortable dance clothing for your practical sessions, including both tight and loose fitting, socks, a pair of ballet shoes and supportive underwear (dance supports or sports bra) as necessary.
- Students wearing hooped, large, sharp or pointed jewellery run the risk of causing harm to themselves or other.
- Students wearing excessively long or sharp nails run the risk of causing harm to others, particularly in sessions which involve contact with peers.
- Consider a hairstyle which doesn't cover your eyes or face or inhibit your participation in any element of all classes.
- In consideration of all students and staff, it is essential that high standards of personal

hygiene are maintained.

Preparation for practical sessions

- Practical sessions vary and, with guidance from staff, you will need to work out what helps you most as an individual to prepare for each of your activities. Warming up for the first class of the day is different to 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.
- The most effective warm-ups begin at least 20 minutes before the first class 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.
- Latecomers may not be permitted to join class in order to ensure their safety and that of others in the space. This decision is at the tutor's discretion.
- MP3 players etc. may be used with headphones during warm-up and cool-down periods but you should not use the studio sound systems without checking with everyone present in the studio. It is important to respect your colleagues and not to distract them from their own warm-up or cool-down.
- 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.
- Students are invited to always bring a notebook and pen, or recording device, to sessions to capture important information.

After classes, workshops and rehearsals

- Directed study and independent learning are an important part of learning so we encourage you to supplement your classes by practicing material not fully achieved in the class immediately after, or at a later time following a period of reflection.
- Time should be taken to warm-down after class as appropriate.

Library

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 refer to the Acceptable Use Policy for IT Systems as detailed below.
- Where possible leave coats/bags elsewhere, as these can cause an obstruction when the library is busy
- Please respect other people and switch off or turn to silent mode, mobile phones and devices before you enter the library area
- Be mindful of other students and staff 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 lend 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](#) or in the Library section of Moodle)
- Library users with overdue items will only be able to borrow further resources, once the overdue item has been returned and any fines paid

Reservations

- You can reserve more than 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
- When the library is closed or you are working off-site you can use the [Click & Collect](#) service to reserve books via the [library catalogue](#), for collection once they become available

Replacement

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

Computer systems

Students should refer to the following in relation to I.T systems and Social Media:

- **Acceptable Use Policy (AUP) for IT Systems:** this is designed to protect Northern School of Contemporary Dance, our employees, students and other partners from harm caused by the misuse of our IT systems and our data. Misuse includes both deliberate and inadvertent actions. <https://www.nscd.ac.uk/policies-and-procedures/>
- **Recommendations For Safe Use Of Social Media and Online Platforms** details recommendations to keep staff and students safe and protected online are detailed within the Student Handbook.

If the Codes of Practice are not followed, the Non-academic Misconduct Policy may be enacted:
<https://www.nscd.ac.uk/policies-and-procedures/>