

SOSA Dance Fitness Professional Code of Conduct

In my capacity as a professional and qualified SOSA Dance Fitness instructor, I will ensure that the safety and well-being of the client is at the forefront of all the services I provide.

Confidentiality

I am committed to maintaining the highest degree of integrity in all my dealings with potential, current and past clients, and the protection of all personal information received in the course of providing my services in accordance with the new data protection law (GDPR Compliance) May 2018, as per the recommendations and legislations set out by the GDPR, the ICO and data protection laws. All client information must be stored securely and is not to be shared with any party.

Ethics

I always conduct my services honestly and with integrity. My advice, assistance and the methods used throughout my training, take proper account of ethical considerations, together with the protection and enhancement of the physical and mental wellbeing of my clients.

PARQ

Prior to any of your participants taking part in your class, you are required to ensure they complete a Physical Activity Readiness Questionnaire (PAR-Q). The purpose of this information is to ensure that your participant is fit and well to take part in your session, and so that you are able to offer any necessary/suitable adaptations to movements in order to accommodate your participants health conditions and/or needs.

You must ask your class participants to complete a new PARQ every 12 months. This form must be kept for 6 years and is to be destroyed 12 months after the class participant has ceased to attend your classes.

Insurance

As part of the requirement for obtaining a SOSA Dance Fitness Instructor Licence, you must hold valid Public Liability Insurance at all times. It is imperative that you are covered by an insurance policy. If the insurance policy is through your employer, it is essential that you do not deliver tuition at any venue where you are not covered by this insurance policy.

If you do not hold a valid SOSA Dance Fitness Instructor Licence Certificate, your Public Liability Insurance policy will not be valid, and you will not be insured to teach our programme/s.

PRS/PPL Music Licensing

It is your responsibility to ensure that you are fully compliant with all the licence requirements of PPL and PRS. All music you download or stream for use in your live and online classes must be sourced responsibly and legally, with the correct music licences in place at all times.

Duty of care

- I will conform to all relevant laws and regulations, specifically adhering to government social distancing guidelines, rules and regulations during COVID-19 pandemic.
- The client's safety and well-being is my primary responsibility. I will never knowingly compromise this responsibility.
- I will respect the client's right to privacy. Client conversations, behaviour, exercise results and personal information will be kept confidential unless explicit permission is given to share this by the client.
- The use of physical touching will only be used, if appropriate, and with prior verbal consent of the client, as a means of correcting alignment and/or focusing a client's concentration on a targeted area. If the client displays any sign of being uncomfortable, such guidance will be discontinued immediately.
- I will not engage in any inappropriate language or conversation nor use any inappropriate physical contact.

Training and experience

- I will continuously strive to keep abreast of the new developments, concepts, practices and professional development essential to providing the highest-quality SOSA Dance Fitness classes to my clients.
- I will only engage in services and techniques and activities that fall within the boundaries of my professional qualifications and competencies.

Professional Integrity

- I will conduct all my professional and business relationships with honesty and integrity.
- I will respect other SOSA instructors who run classes in my local area – I will not compete with them by opening a class on the same day/time or behave in a way to compromise or significantly impact their class.
- I will fairly represent my qualifications and my industry.
- I will be honest in the use of any advertising materials and never misrepresent the services I offer or my professional experience or competence.
- I will use clear and transparent pricing for my services and ensure my services represent value for money.
- I will act with integrity in all my relationships with colleagues, facility owners and other health professionals.
- I will never discriminate based on race, creed, colour, gender, age, physical disability, sexuality or nationality.
- I will present clear and accurate information to my clients at all times and make sure they have everything they need in order to make informed decisions with regards to my services.
- I will present myself in a professional and appropriate manner at all times.

Home Participation

If you are teaching online classes, you must ensure that you carry out a verbal PARQ at the beginning of every session, as you would in a live class. Your participants must be advised to wear the appropriate footwear for the floor surface where they are dancing, and ensure they have sufficient room to move around without obstacles or trip hazards (including pets) in the way. Please also advise your participants to ensure they have enough space above them to perform stretched/raised arm movements, that their environment at an appropriate temperature with sufficient ventilation and that they drink plenty of water throughout the class.

SOSA Dance Ltd takes no responsibility for any injuries or accidents that may be sustained during the online participation of classes in yours or your participants home environment.

Intellectual Property

- I will not misuse our company logo/s, tagline or brand design elements for purposes of my own financial benefit.
- I understand that SOSA company logos are only available to use for posters, on my personal website and for promotional purposes of my classes on social media, including official banners and business cards.
- I understand that all branded clothing and merchandise displaying company logos, tagline and slogans are to be purchased through the SOSA online shop and are only allowed to be printed by our official clothing suppliers.
- If I wish to use SOSA company logos, strapline or slogans outside of these guidelines, I understand that I must obtain prior permission from Head Office. Failure to do so, will result in a breach of contract, and my licence to teach SOSA may be revoked as a result.
- I appreciate that SOSA intellectual property is trademarked and protected for a very good reason for the benefit of all of us.

We reserve the right to cancel or revoke your Instructor Licence if you breach the above code.

Full Name:

Signed:

Date:

