

Signature Ballroom

Terms & Conditions & Code of Conduct (Teachers, Students & Parents)

General Terms & Conditions

All classes, lessons, and studio hire are booked subject to availability and may be rescheduled or cancelled at Signature Ballroom's discretion. Fees must be paid in advance unless otherwise agreed in writing. Refunds are not issued for non-attendance. Hirers, teachers, and students are responsible for their own belongings. Signature Ballroom accepts no liability for lost or damaged property. All hirers are responsible for ensuring they hold their own insurance, safeguarding policies, and relevant licences. By attending lessons or events, students, parents, and visitors accept that photographs and video recordings may be taken and used by Signature Ballroom for training, promotional, and safeguarding purposes. By booking onto any of our services, you are agreeing that you and/or your child may be photographed or video recorded for marketing and promotional purposes. Draft timetables will be sent monthly for clients to review. Clients must confirm or request adjustments before the schedule is finalised. Clients acknowledge that lesson bookings depend on the wider school timetable and teacher availability. Flexibility from both clients and Signature Ballroom is required. Teacher preference and time specificity cannot always be guaranteed simultaneously. If a client requests a specific teacher, the time of that lesson must remain flexible. If a specific time is required, teacher allocation must remain flexible. Adjustments to schedules may occur due to teacher absences, competitions, or other unavoidable events. Signature Ballroom will give as much notice as possible. All booking communication must be made via the official Signature Ballroom WhatsApp or Signature Ballroom email. Personal contact details of staff must not be used for lesson enquiries.

Code of Conduct – Teachers

Treat all students with respect and dignity. Never use abusive, aggressive, or intimidating teaching methods. Respect safe touch and consent at all times – physical contact must only be used where appropriate for teaching, correcting posture or movement, and only with clear consent from the student (and parents/guardians for under 18s). Maintain professional boundaries at all times; personal relationships with students are strictly prohibited. Complete regular safeguarding training and follow reporting procedures. Ensure classes are safe, inclusive, and appropriate to ability and age.

Code of Conduct – Students

Show respect to teachers, fellow students, and staff at all times. Attend classes on time and in appropriate uniform or dancewear. Avoid behaviour that could cause harm, injury, or emotional distress to others. Seek and respect consent when engaging in partnered activities, including safe touch when dancing. Report any concerns, bullying, or inappropriate behaviour to a teacher or safeguarding lead immediately.

Code of Conduct – Parents & Guardians

Support a positive learning environment; refrain from negative commentary or criticism of children, teachers, or other students. Ensure your child is collected promptly at the end of class. Acknowledge and respect Signature Ballroom's safe touch and consent policy, ensuring your child understands that physical contact in dance teaching must always be safe, appropriate, and with

consent. Respect the booking process and the workload of the administration team. Our booking coordinator, Jess, manages private lessons alongside other work commitments. Please allow time for responses and always communicate respectfully. Rudeness, impatience, or disrespectful communication will not be tolerated under any circumstances. Report any safeguarding concerns to the designated safeguarding lead. Respect the studio rules, including photography restrictions at classes/events unless authorised.

Safeguarding Lead Contact

For safeguarding matters, our Designated Safeguarding Lead (DSL) is: Abi Manly – 07801 802140.