Policy 2: Code of Conduct and Community Guidelines

A Cuerpo | Version 1 | Effective from 17-11-2026

1. Who this course is for

A Cuerpo is for adults aged 18 or over who want to introduce Spanish to children aged about 3 to 9. This includes primary school teachers, teaching assistants, early years practitioners, home educators, parents and carers. The account holder must be an adult, and the activities are for the adult to use with children.

The course is a library of resources and lesson plan structures. There is no set order and no completion date. We do not run live sessions, and we do not have contact with children. We do not offer accounts to children.

2. Using the resources

When you buy a plan, we give you a personal, non-transferable licence to use the resources for the length of your plan. You may:

- use the resources with the children you teach or care for, in your own classroom, setting or home;
- download resources for your own use while your plan is active.

Files you download while your plan is active can still be used for your own personal educational use after your plan ends. You must not share, sell or upload them.

You may not:

- share your login or let anyone else use your account;
- copy, sell, share or redistribute the resources, including on social media or other websites;
- use the resources to create your own courses, products or training.

Each account is for one person only.

3. Ownership of the content

All the resources in the course, including videos, worksheets, lesson plans, images and text, belong to Susan Paez (A Cuerpo) or are used with permission, and are protected by copyright. Buying a plan gives you a licence to use them as described in this policy. It does not transfer ownership to you.

4. Your account

Please give accurate details when you sign up and keep your password private. You are responsible for what happens on your account. If you think someone else has used it, email us straight away at susanpaez@acuerpo.co.uk. You can ask us to close your account at any time.

5. The online community

The community is optional and is available to paid plan members only. By joining, you agree to follow these guidelines. You can leave at any time without affecting your plan.

We hope the community is friendly and useful. Please:

- be respectful and kind to everyone, whatever their experience or teaching setting;
- share ideas and feedback constructively;
- keep what other members post within the community.

6. Respect and inclusion

Discrimination, harassment and abuse are not acceptable in any form. This includes anything targeting someone because of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or because of their family situation or teaching setting.

7. What not to post

Please keep this community free from promotion of paid courses, products, or services.

Please also do not post:

- photographs, videos, names or any details that could identify a child or a setting;
- anything illegal, threatening, abusive, or hateful;
- personal information about other people without their permission;
- anything that is false, misleading or inappropriate in an educational context.

8. Reporting a concern and moderation

If you see something that breaks these guidelines, please email us at susanpaez@acuerpo.co.uk with the details. We are not online all the time, so we may not see a post immediately. We will review reports and reply as soon as we reasonably can.

Anything that may be illegal is a priority, and we act swiftly on it once we become aware of it.

If we find a breach, we may remove the content, give a warning, suspend your access or remove you from the community or the course. For serious breaches we may act straight away. If you disagree with a decision, or you are unhappy with how we have handled a report, reply by email and we will review it and reply.

If you believe a child is at risk of harm, please follow your setting's safeguarding procedures or contact the police or your local authority children's services. Do not rely on the community to raise a safeguarding concern.

9. Professional responsibility

You are responsible for using the resources safely and appropriately with the children in your care. Please read our Activities and Safety Disclaimer before you use any practical activity.

10. Changes to this policy

We may update this Code of Conduct from time to time. If we make an important change, we will tell active members by email.