

1. It is the policy of the school to provide efficient, up-to-date, enjoyable, and safe instruction in dance to all pupils who enrol in the school or join in the classes or activities.
2. The premises and equipment will be checked regularly for any defects or faults that exist or may have developed which might present hazards to any attending the premises.
3. The premises will be cleaned regularly to prevent any hazard to health from accumulated dirt or rubbish.
4. All instruction will be geared to the previous experience and abilities of the pupil(s) and no person will be required to perform movements beyond their intrinsic capabilities. Staff will be sensitive to all pupils' religious beliefs and culture.
5. No energetic instruction will be given without pupils undergoing a "warm-up" session, and after an energetic session completing a "warm-down" session.
6. If smoking is permitted it will be restricted to areas where ventilation is adequate and to which young children will not be admitted.
7. A daybook will be kept allowing records to be kept of any incident in the school, injuries of any nature to staff or pupils and the dates when fire extinguishers, fire alarms and so on have been serviced.
8. No very young pupil will be allowed to leave the school premises until collected by a parent, guardian or other adult authorised to do so by a parent or guardian. A member of staff will remain on the premises until all pupils have left.
9. No pupil under age 16 will be driven home by a member of staff in his/her car without the permission of a parent or guardian or in the event of an emergency.
10. Normally no member of staff will be alone with a young pupil for any substantial period without the consent of a parent or other authorised person.

11. If appropriate, changing facilities will be provided. Where possible parents should supervise their own children in the changing area otherwise supervision will not be by a single adult.
12. No child may be photographed or videoed without the consent of parent or guardian.
13. Disclosure and Barring Service (DBS). For further information see the following website, Due Diligence Checking Ltd who offer a Disclosure service for IDTA members www.ddc.uk.net
14. Only suitably qualified persons will be employed in a teaching capacity while any student engaged to assist with teaching will only work under the supervision of a qualified member of staff.
15. In the event of activities outside the school premises the instructors will regard themselves as being in "loco parentis" and, so far as applicable and within their control, apply the preceding and subsequent guidelines as if the event was in their own studio.
16. Teachers will avoid any unnecessary physical contact with pupils. However, parents should understand that some aspects of teaching involve some contact. Where it is necessary teachers will use the utmost discretion and, in any event, not do so without another adult in the room.
17. The school principal(s) will ensure that s/he and the members of staff are properly covered against incidents involving public liability insurance.
18. The school principal(s) undertake not to involve in misleading or false advertising.
19. No form of discrimination, by religion, colour, the child's background and so on will be tolerated in the school.
20. At all times, all staff will endeavour to keep the highest standards of instruction and behaviour. The school principals retain the right to discharge from the school any pupil who persistently disrupts the tuition, uses offensive language, or other anti-social behaviour.
21. All staff and will have up to date first aid training and will have access to a first aid kit!
22. If an accident occurs within the dance class, an incident report form will be completed and



Health & Safety / Safeguarding / Child protection



kept for our records and a copy will be given to the parent/guardian.

23. All students / new participants MUST complete a registration form before starting any of our classes. Dance teachers/instructors will have access to this information at each class.

24. It is the parental/guardian's responsibility to update dance school of any new contact/emergency details for their child.

25. Our policies are reviewed annually and will be updated if required.