



## **Policies and Procedures**

- Terms and Conditions
- GDPR
- Child Protection Policy
- Health and Safety Policy
- Staff and Volunteer Safeguarding Code of Conduct

# Red Shoes School of Dance

## Terms and Conditions

### FEES AND PAYMENTS

- Payment is taken by Direct Debit.
- We do not charge a joining fee for new students.
- Payment is not refunded for classes missed by the student
- Classes missed due to teacher's absence, weather or other circumstances will be rescheduled.

### Re-joining Fee

If you recently left Red Shoes, then we may charge a small re-joining fee to cover administration.

- There is no re-joining fee if you left Red Shoes more than two terms ago.
- If you left two terms ago, the re-joining fee is £20.
- If you left in just the previous term, then the re-joining fee is £30.

### NOTICE PERIOD

- For anyone attending Red Shoes School of Dance for classes, we require written notice to be given in term time if you wish to subsequently withdraw your child from all classes.
  - If you joined before 1 September 2024 the Notice Period is 4 weeks
  - If you joined after 1 September 2024, the notice period is 8 weeks.
- As soon as you have informed us of your decision to leave we will start your Notice Period of either 4 or 8 weeks.

### During the Notice Period

Further (future) monthly payments will be taken during the Notice Period.

The class places for the student will remain open for them to continue to attend during the Notice Period.

### At the end of the Notice Period

Your Direct Debit is halted and no further payment is required

Your child's attendance in classes will cease.

## HEALTH AND SAFETY

- All students enrolling in any dance class at Red Shoes School of Dance must fill out a Registration Form. Registration Forms must be completed and returned to us at: [info@redshoesschoolofdance.co.uk](mailto:info@redshoesschoolofdance.co.uk) **before** your child's trial class.
- Red Shoes School of Dance will ensure safety is always paramount and the facilities used for classes are adequate to meet the needs of the students.
- All teachers are fully DBS checked.
- Fire procedures are prominently displayed within the buildings and all teachers are aware of what action to take in the event of a fire.
- In the case of an accident causing injury, first aid boxes with basic supplies are available.
- For more serious injuries, professional medical assistance will be requested either by calling the emergency services or by escorting the injured individual to a place where they can receive treatment. If professional medical assistance is required parents will be informed immediately.
- In the case of minor injuries, parents will be informed at the end of class.

## DROP OFF AND COLLECTION OF STUDENTS

- Parents or guardians are ultimately responsible for seeing the safe entry and exit of their children.
- When bringing your child to class please ensure that the teacher is present in the hall. Do not leave your child unaccompanied.
- If your child is of a sensible age to leave at the end of class to join you outside the building you must ensure that, if you are later than expected, your child knows to return to class and inform the teacher immediately.

## PARENT WATCHING

- Parents are invited to watch classes during the last week of term. Please check your timetable for term dates.
- It is appreciated that parents like to see the progress their children are making; however, the presence of an adult within the class can have an unsettling effect on the students, making them more self-conscious and causing a general distraction.

- There are special circumstances where parents will be asked to stay during the class, but this is at the discretion of the teacher.
- Pre-School Dance will also follow different guidelines depending on the ages of the children.

## **BEHAVIOUR**

- If a child is being disruptive, destructive, or dangerous to themselves, other students, or staff members during class or other Red Shoes School of Dance events, the staff will work with parents and the child in question to resolve this behaviour.
- If this behaviour persists or any other undesired behaviour develops, the student may be asked to take a break from the class or event.

## **PHOTOGRAPHY AND FILMING**

- Photography and filming by parents or students during class is strictly prohibited, unless permission is given by the teacher. Occasionally during classes or at events Red Shoes School of Dance may employ a photographer to take still images or video footage.
- We hold the rights to all photos taken at our classes and shows. We reserve the right to use these on the Red Shoes School of Dance website, across our social media platforms and for marketing purposes. If you would like to opt out, please notify us by email: [info@redshoesschoolofdance.co.uk](mailto:info@redshoesschoolofdance.co.uk)
- In the case of an event the photos/video footage will be available for purchase by the parents.

## **UNIFORM**

- All pupils are expected to be well groomed and to wear the correct uniform for their classes.
- Hair should be neat and tidy at all times and worn in the appropriate style for each class.
- Jewellery must not be worn.

# Red Shoes School of Dance

## GDPR

As required by new data regulations, we are writing to set out what we do with your personal data. We will assume that you are in agreement with the following unless you contact us specifically.

Email: [info@redshoesschoolofdance.co.uk](mailto:info@redshoesschoolofdance.co.uk)

We hold the personal information you provided on joining the class, which includes the following: -

- Your first name and surname
- Your child's name, surname and date of birth
- Your address including your postcode
- Your email address
- Your mobile and/or land line telephone number (emergency contact number)
- Information about any special concerns regarding medical or other needs
- Your child's attendance record at classes

Your data is stored on a secure computer and is only accessed by Red Shoes Dance Teachers and Hayley Webb, Administrator.

To comply with GDPR guidelines, personal data will not be kept for longer than is necessary.

We never give out your personal details to anyone or share to a third party.

Red Shoes School of Dance does not use your data for marketing purposes, only for specific information relating to our classes.

# Red Shoes School of Dance

## Child Protection Policy

We believe that no child or young person should be the subject of neglectful or abusive behaviour.

We will promote and maintain the welfare of every child in our care and seek to protect them from harm regardless of race, age, disability, gender, sexual orientation, religious belief or any other form of identity or creed. We will create a safe and welcoming environment for all.

This policy applies to all our staff and volunteers and covers children under the age of 18 and/or vulnerable adults under the age of 24.

To protect children and young people in our care, we will:

- Value and respect children and listen to what they have to say
- Work with children, parents and relevant organisations
- Share our policy with all staff, parents and students
- Ensure all required checks are made when hiring staff and that those in regular contact with children hold a current DBS check (*or non-UK equivalent*)
- Provide support to all staff
- Take responsibility for children and young people's safety when in our care
- Seek permission from parents before taking images (photographs or film) of students and inform them how and where the images will be used
- Report suspected neglect or abuse to the nominated member of staff (Molly Hamilton), relevant organisation, or police
- Ensure that this policy is regularly updated

Additional guidance can be found in the following documents at the end of this policy:

- Reporting Suspected Neglect or Abuse
- Appropriate Physical Contact in Dance
- Chaperoning Students to and from Dance Events
- Use of Photographs and Film of Children

## **Additional Guidance: Reporting Suspected Neglect or Abuse**

Concerns regarding a child's welfare can be reported by parents, teachers, friends, the child or young person

All allegations of neglect or abuse will be taken seriously. If a concern is reported directly by the child or young person we will not seek to disagree, ask probing or leading questions, or do anything else which may discourage them.

We will make it clear that reported concerns cannot be kept confidential but will need to be shared with a nominated member of staff (Jane Lubach) or external organisation. Parents or guardians will also be involved if appropriate.

We recognise that early action is vital. Any concerns will be reported immediately.

If a child or young person is in immediate danger of harm, we will contact the police on 999.

In all other cases, we will report concerns to the local Protection team.

The Multi Agency Safeguarding Hub

**Phone:** 0300 470 9100

**Email:** [mash@surreycc.gov.uk](mailto:mash@surreycc.gov.uk) - emails are dealt with during normal office hours

**Out of hours phone:** 01483 517898 to speak to our **emergency duty team.**



## **Additional Guidance: Appropriate Physical Contact in Dance**

Teaching dance is a physical activity, and a teacher will sometimes need to make physical contact with a student to show an idea or to correct the student's position.

This can include:

- Lifting
- Adjusting arms, legs, rib cage, hips, feet, hands
- Moving one student in relation to another

Where contact is needed, we will remain sensitive to the student's wishes and put their welfare first. In all cases, we will say why and how we will be correcting the student's position before making any contact.

We encourage students to report any concerns.

## **Additional Guidance: Chaperoning Children to and from Dance Events**

When chaperoning students to an event, we will:

- Provide parents and students with the full address of the event
- Provide parents and students with information about what the event is for
- In cases where the event is taking place in a large building, we will also give the room or studio number where possible
- Have a planned journey route that is shared with parents, students and chaperones
- Make sure that students are aware of what they should do if they get lost
- Ask parents and students for their contact details in case of emergency
- Have a clear idea of how students will be cared for while at the event

We will ensure that chaperones hold all required checks and licenses and are aware of our Child Protection Policy.

## **Additional Guidance: Use of Photographs and Film of Children**

We recognise that taking images of students in our care may not always be appropriate and that some children and parents may not want images taken of a child or young person, we will:

- Make clear to the child and parent where and when the image will be taken
- Clearly identify the person who will be taking the image
- Explain how the image will be used, e.g., whether it will be posted on social media, or printed to be displayed at the school
- Seek written agreement from parents that images can be taken of their child

Where we have publicly displayed images at our school or on social media, parents and students may withdraw their permission at any time. In such cases, the images will be removed as soon as is reasonable and without question.

We ask that any parent wanting to take photographs or film at our events only do so with our prior permission. Permission will only be granted on the agreement of all present.

# Red Shoes School of Dance

## Health and Safety Policy

### 1. POLICY STATEMENT

All staff and participants have a right to operate in an environment where risks to their health and safety are properly controlled. As a dance teacher/leader it is my policy to maintain safe and healthy working conditions, equipment and systems of work for everyone involved, and to provide such information, training and supervision as necessary for this purpose. This policy relates to my own teaching practice, and to my role as a current/potential dance employer.

Where reasonably practicable, this policy will seek to provide and encourage:

- A safe place to work and safe dance environment, with safe access to and from it
- Safe arrangements for the use, handling and storage of equipment
- Sufficient information, instructions, training and supervision to ensure any/all employees are well equipped to avoid hazards and contribute positively to effective Health & Safety at work

The policy will be kept up to date, particularly as my organisation changes in nature and size, to ensure our responsibilities are met in relation to:

- Health & Safety at Work Act (1974)
- Other relevant current legislation

The policy will be reviewed annually.

## **2. AS A DANCE TEACHER AND EMPLOYER, I UNDERSTAND IT IS MY RESPONSIBILITY TO:**

- Decide what could harm staff/participants and the precautions necessary to stop it
- Plan dance sessions and complete all necessary risk assessments for the activities undertaken
- Explain how risks will be controlled and tell staff/participants who is responsible for this (myself)
- Consult and work with any staff I employ in order to protect everyone from harm in the workplace/dance environment
- Provide necessary Health & Safety training for any staff employed
- Provide a first aid kit for dance sessions and maintain an accident book
- Report any major injuries to the Health & Safety Executive
- Have the appropriate insurances in place. This includes displaying insurance certificates where they can be easily read.
- Work with any other employers sharing the workplace/dance environment to ensure that everyone's health and safety is protected

## **3. IT IS THE RESPONSIBILITY OF ALL STAFF INVOLVED TO:**

- Help maintain the safety and security of the participants involved and the working/dancing environment
- Be aware of the risks, knowing the appropriate action to take and identifying any potential safety issues
- Ensure reasonable care is taken during their work activities to avoid accidents or injuries to themselves, participants and other people in the vicinity
- Follow any training they have received when using equipment or materials in a dance session
- Observe all safety instructions and procedures incorporated in this document
- Cooperate with me as their employer
- Report all potential hazards affecting Health & Safety to me as their employer
- Report all accidents to me as their employer and record them in the accident book

## **KEY POLICY GUIDANCE AND INSTRUCTIONS**

### **1. ACCIDENTS AND FIRST AID**

- All accidents should be recorded in the accident book (available at each dance

session)

- A First Aid kit will be provided for all dance sessions
- Unless there is good reason, First Aid should not be administered without a participant's permission or, if they are under 18 years old, without the permission of their parent or accompanying adult [*See Appendix 1 for guidance on first aid and children/young people*]
- If a participant needs a doctor or hospital, call the emergency services. It is nearly always best to stay with a participant and wait for the ambulance.
- You should only take the risk of taking a participant to hospital yourself if the emergency services ask you to do so because of exceptional circumstances

## **2. SAFETY CHECKS**

### **a) Equipment**

Correct storage of equipment is vital to minimising risks. Any equipment not being used is a potential risk. Every piece of equipment that is being used must be checked at the beginning of the dance session to ensure its safety. In addition, care must be taken to:

- make sure all equipment/resources used are safely and securely stored after each session
- any damaged equipment is removed from use
- set up equipment correctly and safely
- identify when/where safety mats should be used and ensure that they are used correctly
- ensure that participants are shown how to use the equipment correctly and safely
- ensure that no participant is able to access equipment without supervision

### **b) Dance Studio**

Before participants enter the studio, you should:

- Ensure floors are clean with foreign bodies removed
- Check mirrors are unbroken
- Check plug sockets are safe with no wires showing
- Check the blinds are in a stable condition and not falling/fallen down
- Ensure doors and exits are secure and there is nothing blocking emergency exits
- Identify any light fittings/light switches that are not working or loose
- Maintain adequate temperature of studio with use of thermostat

### c) Participants

- Ensure all participants are wearing appropriate dance wear and footwear to minimize accidents or risk
- No jewellery to be worn in class
- Safety/protection clothing must be worn when appropriate (i.e., knee pads)

### Fire Safety

- A no smoking policy is in operation **at all times**
- It is crucial that any dance teacher/leader involved in activities maintains a working knowledge of the fire procedure for the building in which they are working, including the location of fire alarms and fire exist. Make sure you familiarise yourself with a building's fire procedure and the location of fire alarms and fire exists before your dance session starts.
- A register of participants must be taken at the start of each session.
- In the event of a fire/fire alarm, all participants must gather at a designated meeting place, and the dance teacher/leader must complete a roll-call and liaise with Fire Service personnel. [*See Appendix 2 for general fire safety advice*]

## 4. SECURITY

- Anyone wishing to enter the dance session that is not a participant must be escorted by a member of staff
- Any unidentified person seen on the premises must be reported to the dance teacher/leader in charge immediately

## **APPENDIX 1: FIRST AID AND CHILDREN/YOUNG PEOPLE**

If you are working with children and young people who are under 18 years old:

- Remember that a child/young person cannot give consent
- If the parent/accompanying adult is not at the premises, obtain their phone number and try and make contact
- If a child/young person is alone and seriously injured or unconscious, the situation will need to be dealt with immediately
- If at all possible, treatment should only be given by a trained First Aider
- Provided this does not in itself put the child/young person at risk, always try to administer First Aid with another adult present
- Always tell the child/young person exactly what you are doing and why
- Unless it is irrelevant, ask the child/young person if they use medication (e.g., for asthma, diabetes, and epilepsy) or have any allergies. Some people have allergic reactions to stings.
- For minor injuries, you may not offer any medication, including antiseptics or pills of any kind. If you have any doubts about helping someone to use their own medication, visit NHS111online or the emergency services.
- Any treatment should be as little as necessary without threatening the child/young person's wellbeing

## **APPENDIX 2: FIRE EVACUATION GUIDELINES**

### **If you discover a fire:**

- Activate the fire alarm if there is one
- Supervise the safe and orderly evacuation of participants and any other people in your vicinity. Keep calm. Try to keep others calm.
- Without prolonging your evacuation, do a quick check of corridors, toilets etc. on your way out, to check they are empty

### **In the event of hearing a fire alarm while leading a session:**

You are responsible for yourself and the participants in your session:

- Evacuate participants in your session from the building immediately using the nearest fire exit. If possible, take a quick head count. Under no circumstances must you stop to collect any personal belongings or equipment.
- Assemble at the agreed fire point
- Take a register of your participants and liaise with any Fire Service personnel – any absences or concerns should be reported immediately
- Do not re-enter the building until you are informed to do so by a designated Health & Safety Officer or the Fire Service personnel



# Red Shoes School of Dance

## Staff and Volunteer Safeguarding Code of Conduct

Note: this document uses the term 'students' which include children and young adults

- Staff and volunteers should not spend excessive amounts of time alone with students. Any unaccompanied meetings with students should be avoided or take place within the sight of others. If privacy is needed, the door should remain open and other staff should be aware of the meeting.
- Staff and volunteers are advised not to make unnecessary physical contact with students.
- Staff and volunteers are advised not to make or accept learners on social media sites
- Do not take learners in your car
- Ensure consent forms are signed when taking photos/videos
- Any learner images or info must be stored securely in confidential files so that it cannot be accessed by family or friends
- All images and info should be deleted when no longer required

These policies were last reviewed on 22/07/24

Name: Molly Hamilton

Job Title: Proprietor

Signature: Molly Hamilton