



Health and Safety

Spotlight Dance Academy takes their responsibility seriously to ensure the safety of their pupils. All pupils must complete a Registration Form when joining the Academy with clear information regarding emergency contacts and any relevant medical history.

This information is kept on SDA premises.

1. It is the parent's responsibility to notify the school of any changes to their emergency contact details
2. In case of a Fire emergency all teachers have a clear understanding of responsibilities. They must be understood by all following the procedures of the relevant centre.
3. The School will undertake regular assessment of risks regarding premises hired and any concerns will be raised with the providers
4. We are committed to ensuring all employees/volunteers are competent to do their tasks and to give them adequate training
5. It is the academy's responsibility to keep a fully equipped First Aid Box on the premises. In case of an incident – an Accident / Incident report must be made
6. If required the academy will contact the emergency services first, then the parent / guardian of the student(s) involved by the telephone number on contact forms.
7. Parents understand that dance is as active an engagement as any sport, and whilst every effort is made to avoid them, injuries can happen. The school accepts no responsibility for injuries sustained via any means other than a teacher's negligence
8. Pupils will be supervised during class time only and parents / carers must ensure the safety of their children in the waiting, changing and toilet areas
9. Students/parents or guardians should inform the teacher of any special health considerations or existing injuries before participating in class
10. Parents must be responsible for ensuring your child's punctuality. Teachers are not available to supervise late pickups. Students may be refused entry if they are continuously late for class as they are missing out on warming up safely for class
11. Dress code must be observed at all times, especially footwear for safe dance practice. Only indoor dance shoes to be worn in the studio to protect the floor and for health and safety
12. Pupils should not wear any jewellery that may pose a risk to themselves or others (stud earrings, and jewellery worn for religious or cultural reasons are acceptable)
13. No food (or chewing gum) is allowed in the studio. Water is permitted in cap bottles

Public Insurance Liability

The principal of Spotlight Dance Academy has public liability insurance, this information is available to view should you wish. Please contact Sarah Colestead to request this information. Any locum teacher who teaches classes will be either covered via this insurance, or will have their own personal insurance.

Smoking Policy

Spotlight Dance Academy has a non-smoking policy, and smoking is not permitted anywhere within the building or outside in the yard.

Drugs & Alcohol Policy

Spotlight Dance Academy has a strict no drugs & alcohol policy. Any pupil, teacher or volunteer found using drugs or alcohol whilst attending classes or working at the school, will be presented with a verbal warning. Parents will be advised if the pupil is under the age of 18 years.

Child Protection Policy

Spotlight Dance Academy believes that:

- The welfare of children is vital
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately
- All staff (paid/voluntary) working within SDA have a responsibility to report concerns to the principal or other identified staff

SDA has a duty of care to safeguard all children involved in dance from harm. All children have a right to protection and the needs of disabled children and others who may be particularly vulnerable must be taken into account. The dance school will ensure the safety and protection of all children involved in dance through adherence to the Child Protection guidelines. A child is defined as under 18 The Children Act 1989.

Policy Aims

The aim of Spotlight Dance Academy Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of the studio
- Allow all staff/volunteers to make informed and confident responses to specific child protection issues

Promoting Good Practice

Spotlight Dance Academy will encourage the following:

- Always working in an open environment (e.g. avoid private or unobserved situations and encouraging an open environment i.e. no secrets)
- Treating all young people/disabled adults equally, and with respect and dignity
- Always putting the welfare of each young person first, before winning or achieving goals
- Maintaining a safe and appropriate distance with dancers (e.g. it is not appropriate to have an intimate relationship with a child)
- Building balanced relationships based on mutual trust which empowers children to share in the decision making process
- Making dance fun, enjoyable and promoting fair play
- Ensuring that if any form of manual/physical support is required, it should be provided openly and according to guidelines provided by the IDTA. Care is needed, as it is difficult to maintain hand positions when the child is constantly moving. Young people should always

be consulted and their agreement gained. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered

- Keeping up to date with the technical skills, qualifications and insurance in dance
- Involving parents/carers wherever possible (e.g. for the responsibility of their children in the changing rooms). If groups have to be supervised in the changing rooms, always ensure parents/teachers/coaches/officials work in pairs
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of young people
- Giving enthusiastic and constructive feedback rather than negative criticism
- Recognising the developments/ needs and capacity of young people and disabled adults – avoiding excessive training or competition and not pushing them against their will
- Keeping a written record of any injury that occurs, along with the details of any treatment given.
- Requesting written parental consent if dance academy officials are required to transport young people in their cars

Practice not acceptable You should never:

- Engage in rough, physical or sexually provocative games
- Share a room with a child
- Allow or engage in any form of inappropriate touching
- Allow children to use inappropriate language unchallenged
- Make sexually suggestive comments to a child, even in fun
- Reduce a child to tears as a form of control
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon
- Do things of a personal nature for children or disabled adults that they can do for themselves

Guidelines for use of photographic filming at dance events

Videoining as a training aid: there is no intention to prevent the use of video equipment as a legitimate coaching aid. However, dancers and their parents/carers should be aware that this is part of the coaching programme and care will be taken in the storage of such films. If any other kind of photographic material or video of your child is required e.g. DVD of a performance or for advertisement material then parental permission will be requested. Students/parents/carers are not allowed to record or take photos during classes or performances, unless this has been verbally stated by the class teacher before the class begins.

Recruitment and selecting staff and volunteers

Spotlight Dance Academy recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children. When undertaking pre selection checks the following should be included:

- All volunteers/staff should complete an application form. This will elect information about an applicant's past and a self disclosure about any criminal record
- Consent should be obtained from an applicant to seek information from the Criminal Records Bureau (DBS CHECK)
- Two confidential references, including one regarding previous work with children. These references must be taken up and confirmed through telephone contact

- Evidence of identity (passport or driving licence with photo)

Responding to suspicions or allegations

It is not the responsibility of anyone working in SDA in a paid or unpaid capacity to take responsibility or to decide whether or not child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities. SDA will assure all staff/volunteers that it will fully support and protect anyone, who in good faith reports his or her concern that a colleague/volunteer is or may be abusing a child. When there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation.
- A child protection investigation.
- A disciplinary or misconduct investigation.

The results of the police and child protection investigation may well influence the disciplinary investigation.

Suspected abuse

Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to the principal who will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk.

Action to help the victim and prevent bullying in dance

- Take all signs of bullying very seriously
- Encourage all children to speak and share their concerns
- Help the victim to speak out and tell the person in charge or someone of authority
- Create an open environment
- Investigate all allegations and take action to ensure the victim is safe
- Speak with the victim and the bully/ies separately
- Reassure the victim that you can be trusted and will help them, although you cannot promise to tell no one else
- Keep records of what is said (what happened by whom, when etc)
- Report any concerns to the Principal

Action towards bullies

- Talk with the bully/ies explain the situation and try to get the bully/ies to understand the consequences of their behaviour
- Seek an apology to the victim/s.
- Inform the bully's parents
- Provide support for the teacher of the victim
- Impose sanctions as necessary
- Encourage and support the bully/ies to change behaviour
- Hold meetings with the families to report on progress
- Inform all appropriate members of the action taken
- Keep a written record of action taken (whom, when etc)