



Highfield School of Dance

Safeguarding students/staff and promoting a healthy dance environment.

Policy Statement

All children deserve the opportunity to achieve their full potential. Highfield School of dance (HSOD) work towards achieving three outcomes that is important to a student's well being.

- Stay safe
- Be healthy
- Enjoy and achieve

The welfare of every student is paramount. Everyone (this includes all staff, students and volunteers) has a responsibility to ensure that each student is in a safe, happy and positive environment during classes.

1. Designated teacher

Each class has a designated teacher. These teachers will hold a current teaching certificate, DBS and Paediatric first aid certificate.

Name: Sarah Dawson	Position: Principal & Teacher
Name: Louise Gordon	Position: Assistant Principal & Teacher
Name: Madeline Scoates	Position: Ballet Teacher

One or more of the above members of staff will be present and responsible at each lesson.

1.1. Staff qualifications and training.

All designated teachers will hold an RAD registered teachers status certificate. They will also have completed 20 hours of continuous professional development training each year.

2. Students and Volunteers

Students and volunteers will be supervised by a designated teacher. Only those holding a current DBS can supervise toilet duties. All volunteers are given an advice sheet before becoming involved at the school.

3. Recognising poor health, and emotional instability.

If we become aware of a student who seems to have a muscular/skeletal, health issue, emotional or mental instability we will communicate our concerns to the student's parent/carer immediately.

3.1. Promoting healthy eating and lifestyles.

As teachers we become role models for students. When necessary we will communicate and promote healthy eating to support the level of dance undertaken.

3.2. Injuries

Any accidents and injuries will be recorded in our first aid book. First aid will be administered by a qualified teacher. A risk assessment will be conducted. All necessary changes will take place to prevent further risk of injury.

3.3. Allergies and Medication

If a student suffers from an allergy or an illness that requires medicine, inhaler or an epipen, it is essential that instructions and demonstration is given by the parent/carer to the teacher in charge before handing over the medicine or device.

3.4. Food

Any food that is brought into HSOD must not contain nuts. Lunchboxes and water bottles must be fully labelled to prevent cross contamination. We encourage students to only eat and drink their food and not share with other children.

4. Confidentiality

Personal information regarding students, families and staff will be kept securely ensuring privacy and confidentiality at all times.

5. Mobile phones, internet and social media

From time to time we will take photos of the students during dance lessons. We will always ask for your permission via a consent form to put these photos on our HSOD website. Student's names are always withheld.

During watching weeks a verbal consent at the beginning of each lesson is acquired to ensure all families consent to other parents and carers taking photos with cameras/mobile phones. It is essential that any photograph including another person's child is not uploaded to the internet or social media.

6. Term fees

Dance invoices will be emailed before the start of each new term. It is the parent/carers responsibility to inform us if you have not received your invoice. We should be notified of this before the start of term. All invoices must be paid within the first 3 weeks of the term, or by the date given on the display board or on the most recent news letter. We offer a payment plan for those families who may struggle to pay the whole invoice amount within the first three weeks (Please ask). Any payments made after the said date will incur a £5 administration fee. If the payment still hasn't been met by half term, another £5 administration fee will be incurred.

7. Notice of stopping/changing classes

HSOD require half a terms notice when stopping or changing dance classes. If notice has not been received until after the invoice has been emailed we will require 50% of the class payment to be paid. In return HSOD will give you half a terms notice of changing or stopping classes (except in the case of extreme weather where classes can be cancelled at short notice for health and safety reasons).

8. Exams

RAD ballet exams will be offered to all students who are old enough, physically and emotionally able. A term of extra exam lessons have to be undertaken to ensure each child is knowledgeable, confident and exam ready. It is important that all of these classes are fully attended. HSOD reserve the right to withdraw a child due to lack of knowledge due to poor attendance. In this circumstance all fees are non-refundable. Exams can be deferred or 50% of the exam fee returned if a student is unable to partake in the ballet exam due to illness, a note from the GP is essential.

9. Dance fatigue prevention

- It is our duty of care as fully qualified teachers to respect all students and their wellbeing.
- Dance fatigue and injury when young are the biggest preventers of a dance/theatre career.
- Those over worked by school, homework, after school clubs, shows and our dance classes may become fatigued, ill or moody. This may well have a knock on effect with behaviour, attitude and attendance in all settings.
- All of the above, especially the schooling, are extremely important parts of their lives. We would ask them to find a balance to ensure that they perform well both in and out of school.
- Down time, socially or privately, is important. Overstretching themselves when young is not always beneficial.

9.1. Dance Fatigue and School Shows/Exams

- All senior students attend between three and six different lessons with our dance school each week. The lead up to the show will require full attendance, commitment, hard work and extra hours of rehearsal which will be demanding on their mind and body.
- They are young so should cope well. However, they may not cope if they try to participate in two shows so close to each other or an exam session and a show where the demands are the same. This includes primary or secondary school shows running alongside our school show or exam session.
- Therefore choosing between them is essential. Doing both is not an option.
- We will support and respect the student's decision either way.

- **DATA PROTECTION & PRIVACY POLICY**

Data security & Privacy

Highfield School of Dance Privacy Statement:

Highfield School of Dance processes personal information of parents and students to ensure full communication and for health and safety reasons. This information is kept for the duration of the students participation with HSOD. Information is held securely on a database and paper copies kept in a locked cupboard. All information is destroyed when the student leaves HSOD at the end of each term. Please see bullet points below to reiterate our statement.

- Highfield School of Dance collect yours and your child's personal details to enable Highfield School of Dance to communicate with parents and for health and safety reasons while they are in our care.
- Parents/carers and children have a right to access their personal data at any time upon request.
- Highfield School of Dance will take appropriate security measures against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.
- Highfield School of Dance will not keep personal data longer than is necessary for the purpose or purposes for which they were collected.
- Highfield School of Dance will take all reasonable steps to destroy, or erase from our systems, all data which is no longer required.
- Personal data will only be shared with other persons or organisations if it is required in relation to Highfield School of Dance or permitted by law to do so.

Security procedures include:

- Secure lockable cupboards for personal details
- Historical data destroyed on a termly basis
- Ability to erase data on digital storage devices
- In the event of a data breach, all those effected will be notified in the first instance.