



Cliftons Dance Academy

...Like It, Love It, Live It, Dance It!

-Our Child Protection Policy –

General Policies

- 1) It is the policy of the Academy to provide an efficient, up to date, enjoyable and safe instruction in dance to all pupils who enrol in the Academy or join in the classes or activities.
- 2) If smoking is permitted it will be restricted to areas where ventilation is adequate and to which young children will not be admitted. Smoking is prohibited in all of our dance studios.
- 3) No child may be videoed or photographed without the prior consent of a parent or guardian.
- 4) No staff will knowingly be employed who have a criminal record of child molestation. Checks will be made with the Protection of Children Act list and the DfEE List 99 and if the applicant is recorded on either s/he will not be employed in a position that involves dealing with children.
- 5) Suitably qualified persons will be employed in a teaching capacity, whilst engaged to assist with teaching will work only under the supervision of a qualified member of staff; not withstanding any emergency arrangements that may be necessary.
- 6) 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.
- 7) The school principals will ensure that they and the members of staff are properly covered against involving public liability and professional negligence insurance.
- 8) The school principals undertake not to be involved in misleading or false advertising.
- 9) No form of discrimination or bullying, by colour, the child’s background or other circumstances, will be tolerated in the academy. This applies to all parents, pupils and members of staff.
- 10) At all times, staff will endeavour to keep to the highest standards of instruction and behaviour. The school principals retain the right to discharge from the school any pupil or parent who is disruptive or abusive or otherwise acting in a manner unacceptable for the smooth running and harmony of the Academy.

Regarding Health and Safety

- 1) All instruction will be geared to the previous experience of the pupil(s) and no person will be required to perform movements beyond their intrinsic capabilities.
- 2) Teachers will, at all times, supervise any lifts or movements that could be potentially dangerous. They will not teach movements or actions outside of their qualified areas.
- 3) A record book will be kept to log any incidents or accidents that occur during an Academy exercise or in class etc to staff or pupils. Also, fire alarm and fire extinguisher services etc. will be logged in this book.
- 4) All members of staff at the Academy reserve the right, based on their professional judgement, to exclude any pupil(s) from an activity who may be at risk to themselves or others, in regards to Health and Safety, due to injury or harm be it mental or physical.
- 5) All pupils involved in Academy activities or classes should follow the health and safety guidelines regarding appropriate clothing. This information can be gained from any teacher.

Regarding Facilities and Equipment

- 1) The premises and equipment will be checked regularly for any defects or faults that may exist or that have developed which may prevent hazard to anyone attending the premises.
- 2) The premises will be clean to prevent any hazard to health from accumulation of dirt or rubbish.
- 3) Changing facilities will be provided where possible.
- 4) Any hired establishments will be checked for suitability prior to any Academy activity being held there.

Regarding Teacher-Pupil Relationships

- 1) Normally no member of staff will be alone with a young pupil for any substantial period of time without the implicit consent of a parent or authorised person. i.e. for private tuition.
- 2) Teachers will make every effort to avoid unnecessary physical contact with pupils. However, parents should understand that many aspects of teaching dance 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, or with the parent's understanding and approval.

Regarding the Collection of Pupils

- 1) No very young pupil will be allowed to leave the premises until collected by a parent, guardian or other authorised adult. A member of staff will remain on the premises until all pupils are collected.
- 2) Pupils waiting to be collected must wait inside the premises where they can be appropriately supervised if the teacher has to continue teaching after that pupil's tuition has ended.
- 3) Members of staff will make every effort to only drive home a pupil under 16 years of age in his/her car with the permission or knowledge of a parent or other authorised person or in the event of an emergency.

Regarding Personal Details

- 1) Contact details are requested upon enrolment so that we can further any necessary information or contact an adult in the event of an emergency.
- 2) All details that you provide us with are for Academy use only and will not be shared with any outside organisation or person(s) that are not employed by the Academy.