



Amanda Alder Dance Academy Ltd - School Policies

Child Protection Policy

It is the aim of Amanda Alder Dance Academy Ltd, in co-operation with the parents/guardians, is to ensure the provision of safety and protection to all of the children and vulnerable adults whilst in the academy's care.

We believe that all students have the right to be safe, secure and free from threat, regardless of age, gender, ethnicity, disability, sexuality or beliefs.

We aim to provide a safe and happy environment where children can learn to dance.

In this policy the 'child' will mean children under the age of 18, and/or vulnerable adults.

The Principle:

- Is responsible for updating policies and ensuring it is brought to the attention of all teaching staff and parents/guardians
- Is responsible for ensuring any issues or concerns brought to her attention in relation to child protection are investigated thoroughly and sensitively
- Will ensure no child is discriminated against in terms of medical condition, disability, religion, colour, background etc
- Will ensure appropriate health and safety of the children whilst in the academy's care during class/show rehearsals/shows.
- Will ensure she and members of staff are insured
- Retains the right to discharge any student who persistently disrupts the tuition, uses offensive language or other anti social behavior.

The Teaching Staff:

- Are responsible to provide efficient, up to date, enjoyable and safe dance instruction to all students who enroll in the school or join school activities.
- Will keep a register of attendance and a list of emergency contact numbers and any medical conditions for each student
- Will keep an accident book to record any incidents in the academy and any injuries to staff or pupils
- Will ensure any energetic instruction will only be given after a 'warm-up' session and will provide a 'cool down' wherever necessary to prevent injury
- Will ensure no very young student leaves the premises without their parent/guardian or other authorised adult. A member of staff will stay on the premises until all pupils have left.
- Will ensure that where physical corrections are required they are carried out in a careful and sensitive manor. (Due to the nature of dance training parents should remember physical contact is often necessary)
- Will endeavor to keep the highest standard of instruction and behavior and ensure that at all times they act in the best interest of the health and safety of any child in their care.
- Will report any incidents, misunderstandings or unusual behavior by a student to The Principal

Parents/Guardians:

- Should inform the principal, in writing, any issues including medical conditions that have an effect on a child's health and safety whilst in the care of staff at the academy
- Should ensure the health and safety of their own children whilst they are not in the staffs care i.e.: in changing areas, toilets as these are not supervised.

Photography/Video Press Policy

Photography and video recordings may be taken at end of term demonstrations.

During academy productions/performances professional photographs and video recordings will be taken and may be used to promote the academy. Any parents/guardians who do not want their child to be included in such recordings need to contact the academy principal.

Confidentiality Policy

Amanda Alder Dance Academy Ltd respect the privacy of all our students, however it is highly important that we have correct contact details in case of emergencies and we know of any medical conditions that may affect your child within the class. A Registration form must be completed upon joining the academy and parents are requested to inform the principal of changes to these details. Any details provided on the registration form will be treated in the strictest of confidence and will not be disclosed to any third party company. However some information will be required to register with our governing body ISTD (Imperial Society of Teachers of Dancing) for examinations procedures.

Complaints policy/procedure

We are always keen to hear feedback from students and parents/guardians and we value new ideas and input. In the event of a complaint from a student or parent we encourage them to speak to the principal where every effort to resolve the complaint will be met.

Health and Safety Policy

- To provide adequate control of any health and safety risks arising
- To ensure safe handling of any substances used e.g. cleaning materials
- To prevent accidents and cases of ill-health
- To maintain health and safety working conditions
- To keep the class environment tidy, clean and free from hazards

Fire Evacuation Policy

In the case of a fire, the alarm will sound and the teacher will escort all students in her care out of the nearest fire exit a register will be taken at the fire assembly point checking all students are present. Parents/guardians are responsible for themselves, siblings of students and those students waiting for next classes, they should also evacuate the building through the nearest fire exit and gather at the assembly point.