

Saffron Grace's School of Dance Policies and Procedures

Saffron Grace's School of Dance is committed to safeguarding and promoting the welfare of all children. We expect all staff, visitors and parents to share this commitment.

It is every dance school's statutory responsibility to safeguard and promote the welfare of children, as outlined by the DFE in its publication Keeping Children Safe in Education.

This means that the dance school must protect children from maltreatment, prevent impairment of children's health or development, ensure that children grow up in circumstances consistent with the provisions of safe and effective care and take action to enable all children to have the best outcomes in life.

At Saffron Grace's School of Dance we ensure that all members of staff and visitors who come into contact with the children and their families are clear on the role that they play in safeguarding children. We promote an ethos where children and parents feel comfortable sharing their concerns about their safety and well being of others.

Child protection is everybody's responsibility and all people in the dance school community have a duty to act on any concern. If you are concerned about the safety of any child in our dance school, you must report this to Saffron Batteson - Principal.

If you are concerned about the conduct of an instructor or a volunteer in our dance school, you must contact the Principal Saffron Batteson.

Photo/Recordings must not be taken at the dance school unless authorised by the dance school to do so.

Child Protection Policy

At Saffron Grace's School of Dance we have a duty of care to safeguard all children. It is our aim to provide children and young people with appropriate safety and protection that attend the School. We abide by The Child Protection Act 2004.

At Saffron Grace's School of Dance we ensure all children are protected.

Our policy applies to all teachers and staff working in the school. There are three main elements to our policy:

1. Ensuring we practise safe recruitment, employees/guest teachers will require a DBS check.
2. Raising awareness of child protection issues and equipping children with the skills needed to keep them safe.
3. Establishing a safe environment in which children can learn and develop.

The School will endeavor to:

– Establish and maintain an environment where children feel secure, are encouraged to talk and are listened to.

– Ensure children know that there are adults in the school whom they can approach if they are worried.

This policy applies to both children under 18 years and vulnerable adults.

Saffron Grace's School of Dance has a duty of care to safeguard all children from harm whilst involved in tuition, practice and performance DURING THE TIME THEY ARE IN CLASS UNDER SUPERVISION.

We insist that students under the age of 12 do not go home without their parent or guardian and will be kept within the classroom with the teacher until collected. Once out of the lesson parents are responsible for their children. Please ensure your children are collected in a timely manner.

The Saffron Grace's Child Protection Policy is to follow good practice guidelines. These guidelines cover physical injury, sexual abuse, emotional abuse and staff are made aware of their responsibilities which include avoiding unnecessary physical contact and/or private or unobserved situations.

Parents will be required to sign a terms and conditions form to confirm they have understood their responsibilities set out in the policy.

Also included in our T's and C's will be a disclaimer for all parents/guardians/carers to give their permission for photographs and/or video recordings to be taken from time to time by school staff or appointed professionals for promotional material for the school and social media. If any parent/guardian/carer objects to this, it is their responsibility to ensure that the principal is made aware.

Staff/Visitors Procedure

- All visitors must sign in at the entrance to the Civic Centre.
- Visitors wishing to speak to Miss Saffron should telephone the dance school to arrange an appointment when possible to avoid disappointment or email sgschoolofdance@gmail.com
- All visitors must sign out at reception before leaving the site.

Behavior Policy

Standards of Behaviour expected: All members of the dance school community are expected to:

- Always be responsible for their own actions and know how to behave.
- Show self-discipline and support others.
- Have good manners and be polite.

- Show understanding and respect towards each other and others' property.
- Display positive attitudes to school and work which emphasises high standards.

Staff at Saffron Grace's School of Dance are responsible for modelling good behaviour and having high expectations of all children with regard to their behaviour. The studio environment gives clear messages to the children about the extent to which they and their efforts are valued.

Anti-bullying Policy

Here at Saffron Grace's School of Dance we will not tolerate any type of bullying. Any incident of apparent Bullying will be investigated.

Bullying UK defines bullying as "repeated behaviour which is intended to hurt someone either emotionally or physically". Bullying can be direct or indirect.

At Saffron Grace's School of Dance we are committed to working with staff, pupils, parents and carers to create and maintain a happy, family friendly atmosphere where all forms of bullying will not be tolerated, including when bullying is motivated by prejudice or negative attitudes towards a person's race, religion, nationality, ethnicity, disability, gender, gender identity and sexual orientation (LGBT).

SGSOD anti-bullying policy has been developed with due regard for our duties and obligations under existing legislation for the safeguarding and wellbeing of all our pupils and we will take all steps to ensure their safety.

SGSOD aims to build a feeling of confidence in children and parents so that they know that all reports or suspicions of bullying will be investigated.

SGSOD aims to equip children with the skills, attitudes and values that will prepare them for adult life. Children who exhibit bullying behaviour may carry it into adult life. Prevention of bullying In order to avoid bullying SGSOD aims to establish a positive approach to behaviour.

Equal Opportunities Policy

We actively promotes diversity and equal opportunity in all aspects of its work and seeks to prevent discrimination against any individual or group within the dance school, on the grounds of racial/ethnic heritages, religious or political belief, socio- economic and marital status, physical attributes, disablement, gender, sexual orientation and age.

Disabilities Policy

SGSOD recognises that it has clear obligations towards all its students to ensure that they can all afford the opportunity to realize their full potential.

SGSOD tries to anticipate the needs of all students who join with a disability or special need, or who become impaired during their time at the Dance School. The aim is that no one should be disadvantaged in any way.

If students have impairment, or have special requirements, they are encouraged to inform us as soon as possible (usually on the application form). We rely on the parent/student to tell us what is needed. This will give us time to check that we can meet particular needs or, if not, make sure that suitable provision is in place by the time that students arrive. This policy embraces the Disability Discrimination Act 1995.

Health and Safety Policy

SGSOD aims to keep the working environment clean, tidy and free from hazards. Our teachers endeavour to conduct dance classes in a safe and proper manner, encouraging good warm-up and cool-down practices and supplementing the syllabus exercises by keeping abreast of the most up to date thinking in dance/sport medicine.

First Aid Policy

Miss Saffron Grace's School of Dance will comply with the requirements of the Health and Safety (First Aid) Regulations 1981.

First aid boxes are located throughout the Civic Centre and checked on a monthly basis by Miss Saffron and where necessary the contents replenished. The minimum legal provision of a suitably stocked first aid box will always be met.

A member of staff who is first aid trained will be on site at all times.

Fire Risk Assessment

Fire Risk Assessments have been completed for the premises which gives details of the controls in place in order to minimise risk to life in the event of fire. All employees are instructed on the action to be taken in the event of a fire or other emergency. All employees will be fully conversant with procedures for fire prevention, detection and evacuation.

Risk Assessment

It is Miss Saffron Grace's School of Dance policy that formal written risk assessments will be undertaken prior to commencement of any work, which is potentially harmful to health.

Health and Safety and Fire Training

All new employees will receive health and safety induction training. Training in respect of fire and emergency evacuation procedures will be mandatory for all employees and will be practised on a regular basis.

Data Protection Act

SGSOD keeps records of pupils on a computer database with password protection for the purpose of efficiency and consistency of administration. They can be viewed by you at any time.

We will not share any of your personal details without your permission, aside from where the law allows. This complies with the Data Protection Act 1998.

By simply browsing our site, we do not collect any personally-identifiable information about you.

Emailing or enquiring about a class

If you email us or use the contact/book a class forms, you will share with us certain information. This will include your email address and could also include your name, your child's name, their date of birth and any other details you tell us within the message. Only key members of our staff can read these messages and we will only use the details you provide to enable us to fulfil your request (for example, giving you details about a suitable class).

Registering your child

If you register your child for our classes, we will collect personal information about you and your child. This will include your name, your address, your email address and phone number as well as your child's name, their date of birth, gender and the date they started classes. You may also tell us about any previous dance experience your child has had, any exams they have taken and if they have any needs or conditions we should be aware of (for example allergies, disabilities or any medication they might need to take whilst dancing). With these details we will also store a record of exams your child takes with us, invoices we issue (including when and how they were paid) and any items you order from us (for example uniform or show tickets). We store this information securely within the UK and only key members of staff have access to it. We use the information to provide our services to you, keep you informed, and help us tailor our services better to the needs of our customers. We DO NOT share your details with any third party companies.

By my signature, I acknowledge that I have read, understand, and agree to the policies and procedures.

I understand that if I have any questions or concerns about this policy it is my responsibility to discuss this with Miss Saffron.

Signature

Date