

Child Protection Policy

The Quay School of Dance acknowledges the duty of care to safeguard and promote the welfare of children and young people and is committed to ensuring safeguarding practice.

This policy:

- a) applies to all adults including the Principal, paid staff, volunteers and anyone working on behalf of The Quay School of Dance;
- b) recognises that the welfare and interests of children and young people are paramount in all circumstances; and
- c) aims to ensure that all children and young people have a positive and enjoyable experience in a safe and child-centered environment and are protected from abuse whilst participating in classes.

The Quay School of Dance acknowledges that some children and young people, including those disabled and those from ethnic minority communities, can be particularly vulnerable to abuse and accepts the responsibility to take reasonable and appropriate steps to ensure their welfare.

Teaching dance is a physical activity and a teacher will sometimes need to make physical contact with a student to show an idea or to correct the student's position. This can include adjusting arms, legs, rib cage, hips, feet, hands or moving one student in relation to another.

Where contact is needed, we will remain sensitive to the student's wishes and put their welfare first. We encourage students to report any concerns.

Quay Dance may use photographs to promote the school through the website or other sources. Upon joining the school, parents/guardians are asked to sign a registration form which gives permission for such photographs to be taken. Where we have publicly displayed images at our school or on social media, parents and students may withdraw their permission at any time. In such cases, the images will be removed as soon as is reasonable and without question.

The Quay School of Dance will:

1. promote and prioritise the safety and wellbeing of children and young people. We will seek to protect them from harm regardless of race, age, disability, gender, sexual orientation, religious belief or any other form of identity or creed. We will create a safe and welcoming environment for all.
2. ensure that everyone is clear about their roles and responsibilities in respect of safeguarding. Staff will be provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people;
3. ensure this policy is readily available for anyone to read at any time;

4. ensure that staff and volunteers take seriously all concerns and allegations of abuse and respond appropriately;
5. securely maintain and store confidential, detailed and accurate records of all safeguarding concerns;
6. ensure the safe recruitment of staff/volunteers through the robust use of Disclosure and Barring arrangements;
7. ensure that robust safeguarding arrangements and procedures are in operation; and
8. address without delay any failure to comply with this policy.

Health and Safety

The Quay School of Dance takes seriously its responsibility to ensure the safety of its pupils. A registration form must be completed when joining the school with clear information regarding emergency contacts and any relevant medical history. A copy of emergency contact numbers will be kept on class registers.

1. It is the parent's responsibility to notify the school of any changes to emergency contact details
2. In case of a fire emergency all teachers have a clear understanding of responsibilities and will follow the procedures put in place by the venue.
3. The School will undertake regular assessment of risks regarding premises hired and any concerns will be raised with the providers
4. There is a first-aid box at the studios. In case of an incident – an Accident / Incident report must be made
5. Parents should 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
6. 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
7. Students/parents or guardians should inform the teacher of any special health considerations or existing injuries before participating in class
8. Parents must be responsible for ensuring your child's punctuality. Teachers are not available to supervise late pick-ups. Students may be refused entry if they are consistently late for class as they are missing out on warming up safely for class
9. The set uniform must be worn at all times for safe dance practice. Pupils should not wear any jewellery that may pose a risk to themselves or others.

10. At end of term lessons where parents are invited to watch, any parents who are not happy for others to take photographs/videos of the lesson must tell the teacher before the class commences. The Quay School of Dance may use photographs of pupils to promote the school through the website or other sources. Parental permission for this is requested on the registration form.

11. In order to facilitate children's learning in dance, we sometimes feel it necessary to correct our pupils using physical contact. This hands-on approach is to aid the understanding of correct body placement. Please make us aware if you are not happy with this method of teaching.

Data Protection

The Quay School of Dance holds personal details for each pupil (name, address, date of birth, telephone number, email address and any medical conditions)

The only organisation that any of these details (name and date of birth) may be shared with is the I.S.T.D. for examination entries.

Public Insurance Liability

The principal of The Quay School of Dance has public liability insurance and the certificate is displayed on notice boards at the studios. This covers all teachers within the school.

Monitoring

This policy will be reviewed annually by the Principal and staff. This policy may also be reviewed if there are any changes in legislation or government guidance.

Last review 2nd March 2018 by M Morris