

# HSCD Policies & Terms and Conditions

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For covid-19 policies please see separate document.

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***At HSCD, we believe that no child or young person should be subject to neglectful or abusive behaviour. We will maintain and promote the welfare of every child in our child while taking classes regardless of race, age, disability, gender, religious belief, sexual orientation or any other form of identity or creed. Our lessons will create a safe and welcoming 1environment for everybody.***

This policy applies to all of our staff and volunteers and covers children under the age of 18 and/or vulnerable adults under the age of 20.



## Child Protection Policy for Hastings School of Contemporary Dance

To protect children and young people in our care, we will:

- Ensure staff, parents and students know about our policies.
- Ensure all our staff has an up to date DBS check and safe guarding training.
- Provide appropriate support to all staff where needed.
- Value and respect all of our students. Listen to what they have to say.
- Seek permission from parents before taking images and inform them how and where the images will be used.
- Report any suspected neglect or abuse to the relevant organisation, local council safeguarding team or the police.
- Ensure our policy is updated regularly.

### 1. Reporting Suspected Neglect or Abuse

Concerns regarding a child's welfare can be reported by parents, teachers, friends of the child him or herself. Every allegation will be taken seriously. If a report comes directly from the child we will never disagree nor will we ask questions. We will also make it very clear that reports cannot be kept confidential and will need to be shared with an external organization. Parents or guardians will be involved if appropriate. If the child or young person is in immediate danger we will contact the police on 999. In all other cases, we will report concerns to the local East Sussex protection team on 01323 464222.

### 2. Appropriate physical contact in Dance.

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 for that safety and progression. The types of contact can include:

- Lifting
- Moving one student in relation to another for spacing
- Adjusting legs, rib cage, hips, feet, hands, arms, head

When contact is needed, we will remain sensitive to the student's wishes and put their welfare first. In all cases, we will say why and how we will be correcting the student's position before making any contact. The phrase 'Permission to reposition' will be used in any case we need to help students.

### 3. Use of Photographs and Film of Children.

Before taking images of your child or young person we will:

- Clearly identify the person who will be taking the image.
- Explain how the image will be used, e.g. it may be on social media or printed out and displayed.
- Always seek written agreement from parents that we are allowed to take photos of their child and display them on our website, facebook, instagram and other promotional documents.

We will never take photos of our students while they are:

- Getting changed.
- When students are in large groups and permission has not been sought from all those included in the image.

Where we have publicly displayed images, parents and students can ask for photos to be taken down. They will be removed as soon as possible without any question. We ask that any parent wanting to take photographs or film while at our events only do so with our prior permission.

## Data protection at HSCD

### Where is the data held?

- All of our data held on you will be held safely in our system 'DanceBiz'.
- Paper enrolment forms will be locked away in line with the new data protection act.

### What do we use your information for?

- We keep your phone numbers as emergency contacts. While your child is in our classes and their parents/guardians are not present it is important we have a way on contacting you.
- We keep your email to send out information from the school e.g. term dates, invoices, show information, and class information.
- Your house address is stored to send out invoices and for emergencies.
- Your child's name will be used on our registers and any show programmes.
- Medical information is stored so we are aware of each students needs. By doing this we can provide the safest environment for them to be in.

Only HSCD School principal Francesca can access the data for means of communication, and is available to you if and when you wish to see it. Our class teachers will also have access to registers with emergency contact details on it. Your details will never be shared out with a third party. As soon as you leave HSCD, your data will be destroyed and deleted. Photos of your children may still be up on our websites and media pages. You must let us know if you want any of these photos deleted on leaving our school. If we do not hear from you, these photos will stay up.

## Equal Opportunities Policy

It is the policy of HSCD to treat all employees, students, parents, carers, and the public and job applicants fairly and equally regardless of their sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age disability or union membership status. The policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment. In terms of recruitment, HSCD will regularly review the procedures and selection criteria to ensure that individuals are selected, promoted and otherwise treated according to their relevant individual abilities and merits. We are committed to the implementation of this policy and to a programme of action to ensure that the policy is, and continues to be, fully effective. All staff are required to comply with the policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity. Any act of discrimination by employees or any failure to comply with the terms of the policy will result in disciplinary action.

## Health & Safety Policy and First Aid

**Head Health and Safety lead: Miss Francesca Grando**

***Hastings School of Contemporary Dance is strongly committed to the health, well being and safety of each individual while on the premises. Health and Safety is always our main concern and we expect teachers, pupils and parents along with all visitors to participate within these boundaries.***

**To support our Health and Safety policy statement we are committed to the following duties:**

- Undertake regular, recorded risk assessment of the dance studio's premises and all dance activities undertaken.
- Create a safe environment by putting health and safety measures in place as identified by the risk assessment.

- Ensure that all teachers have the appropriate level of training.
- Ensure that all members are aware of, understand and follow the HSCD health and safety policy.
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all teachers.
- Provide access to adequate first aid facilities, telephone and qualified first aider at all times.
- Report any injuries or accidents sustained during any dance activity or whilst on the club premises. (Accident book in locked cabinet: main studio)
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.
- The studio must be at a good temperature to dance in to avoid injury.

## **Duties at a HSCD parent/guardian:**

- It is the parent's responsibility to notify the school of any changes to their emergency contact details.
- Pupils will be supervised during class time only. It is the parents/careers responsibility to ensure the safety of their children while waiting before and after class.
- If parents are late picking up students, we will do our best to stay however our teachers cannot always stay due to teaching commitment elsewhere. HSCD teachers are not responsible for students once class has finished.
- Students/parents should inform the teacher of any special health considerations of existing injuries before participating in class.
- To ensure safety/protection clothing to be worn. Our uniform policy is there for safety. Please ensure students come to class ready in the correct clothing. If students come to class in tights/dresses, we may ask they to sit out.

**DRUGS & ALCOHOL POLICY:** HSCD has a strict no drugs or alcohol policy. Any pupil, teacher or volunteer found using drugs or alcohol whilst attending classes or working at the school, will be presented with a verbal warning. If it happens again, then students will be asked to leave the school. Parents will be advised if need be.

**FIRST AID:** Unless there is good reason, First Aid should not be administered without the permission of the child's parent or accompanying adult. A child cannot give consent. If the parent is not at the premises, obtain their phone number and try and make contact. However, if a child is alone and seriously injured or unconscious, the situation will need to be dealt with immediately. If at all possible, treatment should only be given by a trained First Aider. Provided this does not in itself put the child at risk, always try to administer First Aid with another adult present. Always tell the child exactly what you are doing and why. Unless it is irrelevant, ask the child if they use medication (e.g. for asthma, diabetes, and epilepsy) or have any allergies. Some children have allergic reactions to stings. For minor injuries, you may not offer any medication, including antiseptics or pills of any kind. If you have any doubts about helping someone to use their own medication, phone National Health Service Direct on 0845 4647 or the emergency services. Any treatment should be as little as necessary without threatening the child's wellbeing.

## **FIRST AID INFORMATION:**

**Location of first aid facilities:** Main studio

**Location of telephones:** Mobiles held by teaching staff

## **QUALIFIED FIRST AIDERS:**

**1. Miss Francesca Grando 2. Miss Ailsa Scott 3. Mrs Charlotte Buckland**

## Etiquette & Uniform at HSCD

At HSCD we expect all of our students to wear the appropriate clothing and follow our school etiquette while taking class with us. This is part of our health and safety policy. If students do not arrive to the studio in the correct dancewear we may ask students to sit out for their own safety. It is very important teachers can see the alignment of students to avoid injury.

**As school etiquette, at the end of each class students are expected to bow with the teacher followed by a clap.**

HSCD T-shirts and other garments can be bought via our shop at the studio. Please ask Francesca to order.

Our uniform policy is there for safety. Please ensure students come to class ready in the correct clothing. If students come to class in appropriate clothing such as tights/dresses, we may ask they to sit out for their own safety.

### **Contemporary Dance:**

- **Girls:** Black Leggings or Black cycling shorts, Black Sleeveless Leotard (any style) and a choice of HSCD T-shirt over the top. Foot Thongs.
- **Boys:** Black/grey Joggers, tight vest top or choice of HSCD T-shirt. Foot Thongs.
- **Grooming:** Hair must be tied back and off the face before entering the studio.
- **Upper school:** May wear more professional dancewear. Baggy clothes allowed in senior classes.

### **Ballet:**

- **Girls:** Black sleeveless Leotard, skin colour ballet tights, soft skin colour ballet shoes, warm up clothing is allowed.
- **Boys:** Tight white vest top/T-Shirt, Black cycling shorts or Black leggings.
- **Grooming:** Hair is expected to be in a classical Ballet bun every lesson.

### **Acrobatic Arts:**

- **Girls:** Leotards (any colour) and either cycling shorts, black leggings or footless tights
- **Boys:** Black shorts, tight vest/leotards
- **Grooming:** Hair is expected to be off the face but suitable for them to trick. E.g. Low buns

Order forms for uniforms will be available after joining HSCD.