

Health & Safety Policy

1. All parents complete a Registration Form when booking a class with clear information regarding emergency contacts.
2. A copy of primary and emergency contact numbers will be kept on file.
3. It is the parent's responsibility to notify the school of any changes to their emergency contact details.
4. Parents/carers or students must inform their teacher of any existing injuries, medical conditions/needs (e.g. Asthma, use of an EpiPen or diabetic monitoring) or any if they/anyone in their family are showing symptoms of infection.
5. The School will undertake regular assessment of risks regarding the premises and any concerns will be raised with the owners.
6. It is the schools responsibility to keep a fully equipped First Aid Box which will be checked every 6 months and supplies replaced as necessary. The Principal will carry an Accident Report book. In case of an incident an accident report must be completed and a copy given to parent/guardian on collection.
7. There is an appointed First Aider with correct training and certificate can be provided on request.
8. If required the school will contact the emergency services first, then the parent / guardian of the student(s) involved by the telephone number on the system.
9. Parents understand that dance is an active sport and injuries can happen. The school accepts no responsibility for injuries sustained via any means other than a teacher's negligence.
10. Pupils will be supervised during class time only and parents / carers must ensure the safety of their children in the car park, waiting, changing and toilet areas.
11. Students/parents or guardians should inform the teacher of any special health considerations or existing injuries before participating in class.
12. Parents must be responsible for ensuring your child's punctuality.
13. Only indoor dance shoes should be worn inside the studio to protect the floor and for health and safety reasons.
14. Shoes must be worn when using the toilet facilities.
15. Pupils should not wear any jewellery that may pose a risk to themselves or others (stud earrings, and jewellery worn for religious or cultural reasons are acceptable if taped).
16. No food (or chewing gum) is allowed in the studio. Water bottles are permitted.

17. No child will be allowed to leave the studio with anyone other than a parent unless confirmed with teacher prior to class either verbally or via email.
18. In case of a fire emergency all teachers have a clear understanding of procedures to follow.

Fire Safety Procedure

If the fire alarm sounds OR If a fire is discovered:

- Evacuate immediately using the nearest available fire exit (each stairwell has one)
- Do not stop to pick up any personal possessions. Do not stop to shut windows, but the last one out of a room should ensure that the door is firmly closed.
- Staff will ensure all students get out of the building and will take the class registers with them to the fire assembly point.
- The fire assembly point is the pavement at the front of the building next to the rugby pitch where staff will undertake a roll-call.
- In the event of the alarms sounding for a false alarm the fire marshal will establish the cause for the alarm and check that rooms are safe prior to anyone returning into the buildings.
- In the event that the fire alarm is for a genuine fire the fire emergency services will be called.
- Do not re-enter building until instructed to do so.