

# Wells Ballet School

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ROYAL ACADEMY OF  
**DANCE**  
REGISTERED TEACHER

## HEALTH AND SAFETY POLICY

This notice is to help you understand what we have in place to ensure the safety and wellbeing of our staff and students whilst they are in our care.

### HEALTH AND SAFETY OFFICER

Wells Ballet School Principal:

Zoe Burton

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Email: [wellsballetschool@gmail.com](mailto:wellsballetschool@gmail.com)

is the person responsible at our school for managing our health and safety policy and can answer any questions you may have.

### STAFF TRAINING

All our staff hold appropriate qualifications from their respective accreditation bodies. It is also a requirement that they hold DBS (Disclosure and Barring Service) certificates that are less than 3 years old and a current First Aid qualification. Each teacher has been confirmed to have Professional Indemnity insurance and the school has sufficient Employers Liability and Public Liability insurance. All our staff have been trained in how to appropriately deliver instruction to various ages, especially to younger children who may need things to be explained to them in a

different way. Younger children may not understand some of the language that adults use, therefore, it is important to make sure that dance moves are explained using language that they understand or demonstrate the moves to them to make sure that they understand what they need to do. They have also been trained in correct methods (where these would normally be done with considered physical contact).

All our staff have been regularly consulted and information about the school policies and procedures, including safety measures, safeguarding and reporting requirements. Refer to our Child Protection, Data Protection and Code of Conduct policies.

## **CHILD PROTECTION**

Wells Ballet School believes children have the right to be safe and secure and free from threat, regardless of gender, ethnicity, disability, sexuality or beliefs.

We at Wells Ballet School have an explicit duty to safeguard and protect children from abuse as defined in the Children Act 2004 and the Education Act 2002. Please see our Child Protection policy for more details.

Everyone at our dance school shares an objective to help keep children, young people and vulnerable adults safe by:

- Providing a happy and safe environment where children can learn to dance;
- Acting with integrity, treating children with respect, listening to their concerns and acting upon them;
- Identifying and responding to children, young people and vulnerable adults in need of support and/or protection;
- Supporting children's development in ways which will foster a sense of self-esteem and independence;
- Fostering a learning environment in which every pupil feels valued and able to articulate their wishes and feelings in their preferred method of communication in an atmosphere of acceptance and trust;
- Ensuring that students will receive professional tuition from a qualified teacher with appropriate facilities following safe practice.

We also have a clear toilet procedure whereby we dedicate a toilet for use by students where facilities are accessed by other persons such as members of the public and venue staff. Children aged 5 and under are to be accompanied by an appropriate adult, and children aged 6 -10 years are to use the facilities in pairs.

## **DATA PROTECTION**

Wells Ballet School is committed to protecting the privacy and confidentiality of its students. Wells Ballet School will only collect;

- Personal information (such as name and date of birth);
- Next of kin (such as name/s and emergency contact number/s);
- Relevant medical information;
- Attendance information (such as dates of attendance/absence and reason for absence);
- Assessment information (such as examination results).It also includes your (parent/carer's or students over 16 years of age):
- Contact details (such as name, address, telephone number and email address).

We do not sell personal data to any other organisation. The personal information held by Andrea Taylor School of Dance about our students is the minimum necessary to facilitate the running of our business; such as contact details and examination history. Please see our Data Protection policy for more details.

## **ARRIVING TO CLASSES**

Parents/carers should arrive to the building no more than 15 minutes before class is due to start, giving enough time to change and use the toilet facilities ready for class to begin. Students below the age of 12, should not be left in the building until the teacher has invited them into the lesson. All students should be collected from class as soon as it has ended. If a parent/carer is running late the student will be kept with their teacher, please endeavour to phone ahead to let us know if you are running late.

No student under the age of 12 should be dropped off and allowed to cross the carpark alone, any student being dropped off can be done so next to the pavement adjacent to the main building.

## **DURING CLASSES**

All students are registered within the first 5 minutes of the class (any parents remaining in the building should also sign in at reception incase of evacuation). All staff members will hold the emergency contact details of the student within their class, taken from registration forms, this will also include any relevant medical information and Individual Risk Assessments. Class timetables are arranged according to the age and ability of the students, and class structures are arranged so that students are warmed up at the beginning of class and given time to cool down at the end. Students are reminded to have eaten properly before (but not immediately before) their

class, they may bring a small bottle of water in a non-spill bottle to each class and will be given sufficient break time during class in order to rest and stay hydrated. Students must always wear appropriate clothing and footwear during classes, it should not be restrictive, uncomfortable, revealing and footwear should be properly fitting.

- No outside clothing is allowed during class, only school branded outer wear.
- No jewellery is to be worn in class at any time apart from stud earrings that do not hang.
- Hair must neatly tied back in a bun for all classes; any fringes that drop below the eyebrow must be gripped back or a hair band worn.

Teachers will ensure that the studio spaces are sufficiently ventilated, free of hazards, and sufficiently clean.

Both staff and students must be reminded of personal hygiene, hands should be regularly washed especially after using the toilet. And due to the nature of our physical activity dance clothing should be washed after every use. Wells Ballet School also has a clear set of Rules and Regulations and a clear Code of Conduct displayed on our website. The correct behaviour of our staff, students and their parents/carers is extremely important to us.

## **FIRST AID**

There will always be a minimum of one member of staff present with a minimum of a one-day Emergency First Aid qualification.

Teachers will all carry their own first aid kit in addition to any equipment available in the venue. These will be checked every 6 months and supplies replaced as necessary. The Principal will carry an Accident Report book.

Teachers are not responsible for the safety and wellbeing of students outside of the dance class or during online classes. Parents/carers must ensure their children act safely and respectfully outside of the class or during online classes and ensure students are dressed appropriately when arriving, participating in or leaving classes.

Teachers are committed to safe practice whilst teaching in all capacities but students do partake at their own risk. Whilst every care is taken to reduce the risk of injury and infection, the school does not accept responsibility for any injury or infection caused either within or outside of the dance class.

Parents/carers or students must inform their teacher of any existing injuries, medical conditions/needs (e.g. Asthma, use of an Epi Pen or diabetic monitoring) or any if they/anyone in their family are showing symptoms of infection. In an emergency all teachers are first aid trained and will act in loco parentis if parents/carers are not present and will call an ambulance.

## **FIRE SAFETY**

All studios have clearly marked illuminated fire exits, and a meeting point has been established across the carpark. Should there be need to evacuate, anyone on the premises will be asked to leave their belongings and calmly leave the building, convening at the meeting point for registration. There will be first evacuation drills every 6 months. All our staff are familiar with our fire safety procedures and there are appropriate fire extinguishers and fire blankets provided by the venue in accessible positions, namely in or near the kitchen. There is strictly no smoking permitted in the building or on site. All staff equipment has been PAT tested and we run our power cables to the nearest access points, out of reach of students.

We are committed to reviewing our policy and good practice annually.

The policy was last reviewed on: 26th July 2020

Name: Zoe Burton

Job Title: Principal and Teacher Signature: Zoe Burton