**POLICIES 2023 – 2024**

**Annually reviewed**

1. **Anti-Bullying**
2. **Complaints**
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**Consent Form**

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1. **Equality and Diversity**
2. **Fees**
3. **First Aid**
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5. **Monitoring Student Progress and Examination Entry**
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9. **Safeguarding, Child Protection and vulnerable Adults at Risk**
10. **Security**
11. **Uniform**
12. **Copyright**
13. **ANTI-BULLYING POLICY**
* Students have a right to learn to dance in a supportive, caring, safe environment

without fear of being bullied.

* Examples of such unacceptable behaviour include:
1. Physical bullying eg kicking, biting, spitting, pushing, hitting, removing belongings, damaging property.
2. Verbal bullying eg: name-calling, making rude, offensive remarks.
3. Cyber-bullying eg: hostile behaviour intended to harm others on social medial, mobiles, text messages, photographs, filming without knowledge and permission and e-mail.

[To alert Dance Gems’s parents to the dangers of cyber-bullying it is recommended that they down-load the guidelines produced by the Council of Child Internet Safety (www.education.gov.uk/ukccis]

1. Emotional bullying eg: excluding from groups or spreading malicious rumours.
* Any student who feels bullied should urgently talk to the teacher or Director about their fears.
* Incidents of bullying are investigated to establish the facts.
* If students witness bullying they should report it immediately to the class teacher/accompany the victim to a trusted adult.
* All parties involved should make careful notes of what occurred as soon as possible after the incident.
* If the complaint is about a bullying group every effort is made to prevent the group’s collusion during the investigation.
* Action - Stage 1 brings the accused bully and victim together to discuss events and their causes and seek reconciliation.
* If found guilty of bullying, a verbal warming is given and the parents are informed.
* If bullying is repeated the bully may be temporarily excluded from the class and parents of all parties are informed by letter of the incident and the temporary exclusion.
* Stage 2 The bully’s parents are informed that any further instances would result in the bully’s immediate exclusion from the School, with no refund of any remainder of the fees.
* The situation thereafter is carefully and discreetly monitored by the staff. After 12 months, the record on file in the school is destroyed.
1. **COMPLAINTS POLICY**

If you have any concerns about any aspect of Dance Gems’ work, please contact the Director as soon as possible.

* Each concern, or complaint is treated seriously however it is made, whether in person, telephone, writing or email.
* Each concern or complaint is dealt with promptly and politely. This may be by telephone, email or in conversation.
* Dance Gems will respond with eg.
* An explanation
* An apology, if we have made an error.
* Information on the action taken.
* Records of complaints made are stored confidentially and held for six years.

**PROCEDURES FOR RAISING AND RESOLVING CONCERNS**

**Stage 1: Informal raising and resolution of concerns**

* There will be a response to your concern within five working days in term time and asap in school holidays.
* If an investigation is necessary, you will be told what is being done and when you can expect a full reply.
* If you are not satisfied, you will be invited to a meeting with the Director.
* If this fails to resolve the concern to your satisfaction –

**Stage 2: Formal making and resolution of complaints**

* A formal complaint should be sent to the Director with full written details and any relevant evidence documents.
* It would be helpful if your letter also indicated what would be your desired outcome.
* The Director will conduct a full investigation of the complaint. If it is the Director you wish to complain about please contact our external Safeguarding consultant who will direct you to the appropriate designated authority.
* Normally within 10 working days of receiving the complaint, they may ask to meet you once all the relevant facts have been established.
* Within 14 working days after the discussion the Director will write to you with her decision and give reasons for this decision.
* If you are still dissatisfied – continue to Stage 3 (next page)

***COMPLAINTS POLICY - procedures continued***

**Stage 3: Panel Hearing**

The consultative panel of which agreed selected teachers/director and external consultant consists convened to listen to the evidence you and the Dance Gems Director/selected person present about the complaint.

* You are invited to attend the Panel Hearing. Legal representation is not permitted, but a friend or colleague may accompany you.
* If possible the Panel will resolve a complaint without further need for investigation.
* Within seven days, the Panel’s findings and any recommendations are sent to you and the Director by email hard copies sent by post. Where relevant, the person about whom the complaint was made is also informed.
* The decision of the Panel is final.
1. **DATA PROTECTION POLICY**
* Dance Gems is registered with the Office of the Information Commissioner.
* Dance Gems complies with the principles required by the Data Protection Act 2018
* All data recorded by Dance Gems is –

In accordance with Government requirements -

* used fairly, lawfully and transparently
* used for specified, explicit purposes
* used in a way that is adequate, relevant and limited to only what is necessary
* accurate and, where necessary, kept up to date
* kept for no longer than is necessary
* handled in a way that ensures appropriate security, including protection against unlawful or unauthorised processing, access, loss, destruction or damage
* All Parental Consent forms and similar paperwork are stored securely
* Dance Gems does not divulge private details relating to students or their carers to any unauthorised person.
1. **EDUCATIONAL VISITS/PERFORMANCES AT NON DANCE GEMS VENUES POLICY**
* Dance Gems staff accompanying students on a visit have responsibility for their safety, acting in “loco parentis”
* They are held to the same standard of care as would apply to a “reasonable parent”
* All visits are preceded by an assessment of the risks involved
* Students are only allowed on an educational visit if their parents/guardians have **beforehand –**

**a] Given their signed consent to the visit**

**b] re-imbursed Dance Gems for pre-booked tickets/travel costs and**

**c] given Dance gems two emergency numbers where they could be contacted during the period of the visit**

* Dance Gems makes relevant emergency arrangements for each visit
* An Incident Log is completed in detail by staff
* The ratio of accompanying staff: students will vary according to the students’ age, gender, any special needs and the nature of the visit
* Only a teacher with current Enhanced Disclosure and Barring Service clearance can be in charge of a visit
* Suitable parents may be expressly approved to accompany a Dance Gems visit but before the visit they are given instruction about procedures and emergency actions. Advance notice of staff attending is circulated to those involved
* A Dance Gems staff member, who is a trained Emergency First Aider, carries a First Aid Bag on every school visit.
* The Dance Gems leader of the group carries a charged mobile emergency telephone
* The leader’s mobile number is given to the accompanying adults to store on their mobiles for the duration of the visit and deleted by them at its safe conclusion
* Copies of the Parent’s/Guardian’s completed consent forms are carried by Dance Gems staff who accompany students on an educational visit.

**DANCE GEMS PARENT(S)/GUARDIAN(S) CONSENT FORM FOR EDUCATIONAL VISITS**

**Please complete in BLOCK CAPITALS:**

NAME OF STUDENT:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Post Code:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Mobile Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your Landline Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternative Emergency Contact Details:

Name of person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Their Mobile Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Their Landline contact Telephone Number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please complete and return the following medical information sheet asap.

**Medical Information**

a] Does your child have any special dietary requirements? Yes / No

b] Do they from any of the following? Please delete appropriately

 Asthma or Bronchitis Yes / No

 Heart Condition Yes / No

 Fits/Fainting/Blackouts Yes / No

 Severe headaches/migraines Yes / No

 Known allergy to any drug Yes / No

 Any food allergies Yes / No

 Any other illness/disability Yes / No

If your answer has been YES to any of the above please give details –\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c] Have they been vaccinated against tetanus Yes / No

 Date of last known injection \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

d] Are they prone to travel sickness? Yes / No

e] Details of Family Doctor

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Surgery Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post Code\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Telephone number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If your family doctor has given your child any specific advice to follow in an emergency with their health care – please may we know what this is, in the unlikely event of an emergency.

I/We consent to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (your child’s name) travelling as an individual or school group. I allow any emergency medical or surgical treatment considered necessary by the medical authorities present if I am not contactable.

I/We acknowledge that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (your child’s name) will be responsible for their own money and personal belongings. I/We shall not hold Dance Gems responsible for any loss.

Parent’s/Guardian’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PRINT NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If your son/daughter is over seven year’s old please ask them to read, agree and sign the statement below.

I, the above named student promise to do my best to ensure the safety of myself and other members of my group. I will act with courtesy and consideration for others and do my best to uphold the good name of Dance Gems.

Student’s Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This form will be kept securely filed in Dance Gems’ office and a copy/copies taken by Dance Gems’ staff accompanying the visit.

1. **EQUALITY AND DIVERSITY POLICY**
* Dance Gems seeks to give every student an equal opportunity to succeed.
* No Dance Gems student is discriminated against because of their gender, religion, culture, ethnicity or sexual orientation.
* Similarly, injuries and many special educational needs and disabilities (SEND) do not bar students from inclusion in appropriate Dance Gems classes.
* All students are respected and their differences and are valued.
* Prejudiced views or stereotyping are appropriately challenged to promote students’ understanding of how such attitudes can damage relationships and spoil the happy, learning environment Dance Gems seeks to foster.
* Students are set individualised, challenging, but appropriate targets for achievement.
* Differentiation in teaching methods allows each student’s individual learning needs to be met eg: -

a] by giving tasks that students can interpret at different levels and/or

b] by adding extension work for the fast learners

* Pair and group work is used in class to encourage students to learn from and support each other.
* Self-assessment and peer assessment are part of the learning process as students mature.
* Students who elect to identify as something other than that listed on their birth certificate are required to give written confirmation as to how they wish to be addressed at Dance Gems
* If entered for any Ofqual regulated examinations we are required to give their current legal name for the Awarding Body
1. **FEES POLICY**
* Fees are payable in advance on, or before the first day of each term or the start of a course.
* No student is allowed to take classes before the fee/s is/are paid.
* It is preferred that fees are paid directly electronically to **“Dance Gems”** at:

Sort Code: 20-57-76 Account No: 404 72 166 Reference: Student’s Name and Class.

* If cash payments are made, two people will independently count the cash amount before a receipt is given.
* Families unable to make payments within the timeline, must discuss payment plan arrangements with the Director before the term begins and confirm in writing their payment plan agreement.
* Fees are not refundable or transferable between students.
* A half term’s notice period is required in writing if students no longer wish to continue at the School or a class change is desired. If no notice is given parents will be charged a half term’s fee on lieu of notice as staff and venues will have been organised.

**TABLE OF FEES 2023-24**

|  |  |  |  |
| --- | --- | --- | --- |
| **CODE** | **COURSE** | **COST/CLASS/SESSION** | **COST PER TERM****There are 12-10-12 weeks** |
| **PRE-SCHOOL AND NURSERY AGED CHILDREN**  |
| **PS** | **Pre-School** | **£17.60** | **Autumn £211.20****Spring £176****Summer £211.20** |
| **PP****P** | **Pre- Primary** **OR****Primary** | **£15.00** | **Autumn £180****Spring £150****Summer £180** |
| **SCHOOL AGE STUDENTS** |
| **G1** | **Grade I/Standard I** | **£17.60** | **Autumn £211.20****Spring £176****Summer £211.20** |
| **G2** | **Grade 2/Standard II** | **£17.60** | **Autumn £211.20****Spring £176****Summer £211.20** |
| **G3\*** | **Grade 3/Standard III** | **£22** | **Autumn £264****Spring £220****Summer £264** |
| **G4\*** | **Grade 4/Standard IV** | **£22** | **Autumn £264****Spring £220****Summer £264** |
| **G5\*** | **Grade 5/Standard V** | **£22** | **Autumn £264****Spring £220****Summer £264** |
| **G6\*** | **Grade 6/Standard Vi****Senior Certificate** | **£22** | **Autumn £264****Spring £220****Summer £264** |
| **G7\*** | **Grade VII** | **£22** | **Autumn £264****Spring £220****Summer £264** |
| **G8\*** | **Grade VIII** | **£22** | **Autumn £264****Spring £220****Summer £264** |
| **OTHER DANCE AND THEATRE GENRES** |
| **JCont** | **Junior Contemporary** | **£22** | **Autumn £264****Spring £220****Summer £264** |
| **SCont** | **Senior Contemporary** | **£22** | **Autumn £264****Spring £220****Summer £264** |
| **JZ** | **Jazz** | **£22** | **Autumn £264****Spring £220****Summer £264** |
| **MT** | **Musical Theatre*****Includes scripts when needed*** | **£24.20** | **Autumn £290.40****Spring £242.00****Summer £290.40** |
|  |  |  |  |
| **COURSES/HOLIDAY COURSES AND ONE-OFF CLASSES** |
| **T** | **Trial class** | **Free** | **N/A** |
| **PVA** | **Private Assessment and Report** | **£55- £100 plus studio**  | **By Arrangement** |
| **HOL**  | **Holiday course – Easter or Summer** | **TBA** |  |
| **TQ** | **Teachers Qualification class, lecture or assessment/s** | **TBC** | **By Arrangement** |

|  |
| --- |
| **GIFTED AND TALENTED PRE- VOCATIONAL TRAINING**  |
| **INTF\*** | **Intermediate Foundation** | **£22** | **Autumn £264****Spring £220****Summer £264** |
| **INT\*** | **Intermediate** | **£24.20** | **Autumn £290.40****Spring £242.00****Summer £290.40** |
| **ADV1\*** | **Advanced 1 Group Class** | **£25** | **Autumn £300****Spring £250****Summer £300** |
| **ADV2\*** | **Advanced 2 Group Class** | **£30** | **Autumn £360****Spring £300****Summer £360** |
| **DTP** | **Dance Theatre Programme (3 Hrs)** | **£66** | **Autumn £792****Spring £660****Summer £792** |
| **GCSE** | **AQA GCSE Dance** | **By Arrangement** | **By Arrangement** |
| **Op** | **Senior Open Ballet Class** | **£25** | **Autumn £300****Spring £250****Summer £300** |
| **PP/Pt** | **Pre-Pointe and Pointe** | **£22** | **Autumn £264****Spring £220****Summer £264** |
| **PV** | **Private classes** | **By Arrangement****£55/Hr** **plus studio charge** | **By Arrangement** |
| **SPC** | **Specials classes (Subject to numbers)** | **2 hours - £50** | **By Arrangement** |
| **ST &C/PBT** | **Stretch Conditioning/****Progressive Ballet Technique** | **£22** | **Autumn £264****Spring £220****Summer £264** |
| **TAW**  | **Trinity Arts Awards** | **£22** | **Autumn £264****Spring £220****Summer £264** |
| **Z** | **Zoom lesson Private** | **£55** | **Autumn £660****Spring £550****Summer £660** |
| **\* It is recommended that more than one class is taken/week** |
| **WELL-BEING AND EXERCISE PROGRAMMES**  |
|  |
| **A and SS** | **Adult and Silver Swan Classes** | **£16.50** | **Autumn £198****Spring £165****Summer £198** |
| **HV** | **Home visit** | **By Arrangement** | **By Arrangement** |
| **PVP** | **Private Classes** | **By Arrangement****£55/Hr** **plus studio charge** | **By Arrangement** |
| **SP** | **Seated Exercise Programme** | **TBC depends Arrangement with venue** | **By Arrangement** |
| **SEC** | **Senior Exercise Class/Keep Fit** | **TBC depends Arrangement with venue** | **By Arrangement** |

**By Arrangement requires discussion to identify the training/educational needs of the applicant.**

1. **FIRST AID POLICY**
* First Aid is available at all Dance Gems venues.
* At each venue besides the teacher, there are other personnel to call an injured/ill student’s parent/carer or to summon an ambulance or other professional medical assistance if needed.
* Each venue has a First Aid box which is clearly marked.
* Its contents are checked regularly and if necessary, it is re-stocked.
* If a casualty needs urgent medical attention staff will call emergency services immediately and a person delegated to meet the ambulance.
* Parents/carers are phoned as soon as possible.
* If parents/carer have not arrived in time to accompany a child in the ambulance, a member of staff or an approved person at the venue will accompany the casualty to the hospital to give A and E staff an account of the accident and personal details.
* The teacher, asap after the accident must record in the venue’s Accident Book the date, time, place of the accident, how it happened and the names of the casualty and any witnesses; what First Aid was given and what happened to the casualty immediately afterwards, ending with the teacher’s name, date and signature.
* The Health and Safety Executive (HSE) must be notified of fatal and major injuries without delay (Tel: 0845 300 9923).
* This must be followed by a written report of the accident to the HSE within 10 days.
* The HSE must be notified if an accident to students or visitors results in a death or if the accident happened due to site work being done at the venue.
* Requalification of First Aid training is mandatory every three years.
* Disposable gloves must be worn when cleaning-up bodily fluids. Gloves and soiled materials must be securely disposed of in sealed plastic bags.
* If students bring their own medication it must be clearly named and not left in changing rooms but given to the teacher for safe keeping.
* Teachers are not permitted to administer medication except for the use of an epipen in emergency situations only.
* The Director must be informed when a student has an infectious disease or condition. The student cannot take any class until clearance is given by a medical practitioner and a “Doctor’s note” stating that fact is given to the Director.
* Any request to the Director for the re-imbursement of fees for classes missed by illness must be in writing and accompanied by an official medical note that names the illness and the dates it affected the student.
1. **HEALTH AND SAFETY POLICY**

 **Also see: First Aid Policy and Child Protection and Safeguarding Policy**

* Staff at Dance Gems venues are legally responsible for the health and safety of students and of anyone who may be affected by their work activities.
* Safety procedures and Risk Assessments ensure that Dance Gems complies with statutory H & S requirements to provide a safe, working environment.
* Risk Assessments made and formally recorded at each venue, are reviewed annually or more frequently if circumstances change.
* Individual noted assessments are undertaken to ensure the safety of pregnant/nursing mothers and of people with specific disabilities, special educational needs or disabilities or emotional/mental health requirements whilst a student at Dance Gems venues. Any client/client’s parent must inform the Director if there is a need for staff or others in class to be extra vigilant during classes.
* All users of these venues are given instruction in all relevant H & S procedures, including emergency evacuation.
* Every person present at a Dance Gems venue is individually responsible for exercising care in relation to their own safety and that of others, who may be affected by their actions.
* Fire alarms and equipment are the responsibilities of the owners of the individual venues used and they test and maintain fire equipment and ensure exits/routes are kept clear of obstruction.
* Fire regulations are publicly displayed and Fire Exits and Assembly point signed.
* Equipment for Dance Gems complies with safety standards and is routinely inspected to ensure it is clean and checked for any damage that could cause harm.
* An inventory of portable electric equipment used by Dance Gems records the date and results of electrical tests on the equipment’s safety.
* The teaching of Dance Gems courses is in accordance with the best, currently known, safe dance/exercise practice guidelines.
* Staff regularly attend continuing professional development courses.
* All venues have adequate light, heat and ventilation.
* Students are advised to bring spill-free non-breakable drinking water bottles to enable them to remain well hydrated. Tap water is available at all venues but it is best for students to bring their own water for class.
* For safety, students in each class are of a similar standard.
* The numbers enrolled in each class are dictated by studio dimensions and washroom facilities.
1. **MONITORING STUDENTS’ PROGRESS AND EXTERNAL EXAMINATIONS POLICY**
* Assessment of progress encourages a student’s self-esteem and pride in the achievement of personal goals.
* It also checks the efficacy of the teaching/learning methods used.
* All students receive on-going feed-back from their teacher during class.
* Consistent record keeping by the teacher monitors students’ progress.
* Parents may make an appointment with the Director if they have any concerns about their child’s progress.
* The Director makes the final decision on whether a student is ready to progress to the next stage of training.
* Parents of students in Dance Gems’ dance examination classes receive an email if the Director believes that their child is ready to consider entry for an examination and will ascertain if parents are keen to permit entry and pay the fee required to do so.
* The Director will enter students for the necessary examinations only when the appropriate examination fee is paid. Should the deadline be missed for payment the student will not be entered for the examination.
* It is forbidden for Dance Gems students in examination classes to be entered for any Dance Board examination by another dance school.
* Dance Board examinations are held in London but may not be at a Dance Gems venue.
* Students on the examination day must wear the dance uniform set for the specific examination grade level by its Board, to prevent any unintended bias by an examiner. This uniform may later be worn by Dance Gems students attending recreational classes or holiday courses but not for their vocational classes or for guest teachers.
* If parents wish to appeal about examination results this has to be to the Examination Board concerned, not Dance Gems. Parents can download the Board’s Appeals Procedure from the Awarding Board’s website.
* It is not compulsory for students to take an examination. If the Director is satisfied with progress students may be moved to a higher level irrespective of whether an examination has been taken or not.
* School reports will be given if requested with a maximum of one per term.
* Should further reports be required, a fee for administration costs will be payable to Dance Gems.
1. **PHOTOGRAPHY AND IMAGES POLICY**
* To protect students, Dance Gems seeks both parental and child consent before photographs, films or video images are taken or published.
* No one is permitted to take unauthorised photographs, film or videos at any Dance Gems venue or event.
* When requests are made to the Director by the media for images to be taken of students, the students’ parents must have signed a media consent form agreeing to that specific event before her approval is granted.
* If parents or students are approached directly by the media or photographers, the enquiry must be referred immediately to the Director.
* On enrolment all parents of Dance Gems students are asked if they wish to sign a general photographic consent form, which if they agree allows the taking of official Dance Gems images for publicity and media purposes.
* In all Dance Gems images students are appropriately dressed and positioned and captioning gives only the students’ first names to reduce the risk of unacceptable future contact by strangers.
* If media reporters wish to have a student’s full name, the student’s family need to give their consent.
* In-house, informally, visual recording is used as a teaching aid to enable teacher and students to discuss together aspects of the dance technique/artistry they recorded earlier.
* Students are strictly forbidden to download images of themselves or fellow students in Dance Gems uniform or performance onto any social media sites.
1. **PHYSICAL CORRECTION POLICY**

Past experiences, culture, age, gender and some special educational needs and disabilities affect each individual student’s response to physical correction of posture, stance or placement of limbs. Dance Gems endeavours to ensure that a teacher’s use of touch is used in the permitted manner and with appropriate contact and physical pressure.

**Dance Gems’ Teachers are told to:**

* also use demonstration, imagery and visualisation to help students mentally make the muscle adjustment to produce the required position.
* be sensitive to a student’s feelings of unwanted intrusion into personal space.
* use touch professionally and unambiguously.
* ensure touch with a flat hand that is firm, direct and necessary.
* inform students if they intend to touch them to assist them into position and obtain the student’s consent to do so.

**Dance Gems’ Students are required to:**

* make the teacher aware if they are not comfortable with his/her use of touch.
* say “Stop” if at any time the teacher’s assistance causes them unacceptable discomfort.

If any teacher, student or parent has an issue regarding this policy, please speak, in confidence to the Director.

**Dance Gems Parents/Guardians of students under 18 years are required to:**

* Read this policy
* If it is acceptable to them, by signing permission for your child to attend Dance Gems classes and courses that you give permission for Dance Gems Teachers to use physical correction of their child for placement and stance and to assist movements where deemed appropriate by the staff member.
1. **RECRUITMENT POLICY**

**Dance Gems aims to recruit –**

* the best staff possible on the basis of their merits, abilities and suitability
* in compliance with all UK legislation and statutory guidance published by the Department for Education and the code of practice of the Disclosure and Barring Service

**Recruitment Procedures –**

* all candidates are vetted for suitability and only known and respected professionals will proceed to being invited to teach. Their information is checked if we do not previously know where they have worked and CV’s are submitted for date checking to the Director
* all candidates receive job and personal specifications for the role
* those short-listed are invited to attend a formal interview

**Selection Procedures – Appointment depends on –**

* satisfactory interview/practical audition class
* satisfactory reports from two referees, one of whom must be able to vouch for candidate’s work with children
* clearance from the Disclosure and Barring Service that the candidate has current enhanced DBS status
* verification of candidate’s identity and address
* verification of candidate’s educational and professional qualifications

**Retention of Records**

* If a candidate is appointed, Dance Gems retains all the information provided on their personnel file
* Unsuccessful candidates’ information is confidentially destroyed
* Staff records are kept for six years after their departure and then confidentially destroyed.
1. **SAFEGUARDING, CHILD PROTECTION AND VULNERABLE ADULTS AT RISK POLICY**
* It is Dance Gems’ moral and statutory responsibility to safeguard and promote the welfare of children in its care.
* It also has the responsibility to safeguard “adults at risk”.
* To do this, it provides a safe environment in which students can learn, develop and be confident that Dance Gems’ staff will listen sympathetically to any concerns a student might wish to raise with them.
* Safe recruitment practices are followed when appointing new staff.
* No Dance Gems student is left unattended.
* Staff are trained to be alert to signs of abuse or neglect.
* Anyone with concerns about the possible abuse of a Dance Gems student or about the behaviour of an adult or child in School, should contact the Director without delay, as she has the responsibility to liaise with local child protection and safeguarding agencies to ensure that they investigate any allegation/suspicions.
* Dance Gems keeps in secure storage contemporaneous records written by staff of disclosures made to them by students who have given the staff member permission to seek help for them. Safeguarding Authorities will be contacted if the Director or her staff are concerned.
* Should a student’s or vulnerable adult’s records be required by investigating authorities they will only be discussed by the legal teams and with no others in the school or privately.
* Dance Gems has effective links with the relevant agencies and will cooperate with their enquiries regarding child protection/safeguarding matters.
* In the induction meeting at the start of each term we remind our students to look out for each other and to report any concerns.

DESIGNATED SAFEGUARD LEAD: Mary Goodhew

 Director

 Tel: 07968 942479

 Email: admin@dancegems.co.uk

EXTERNAL SAFEGUARD INSPECTOR: Jacqueline Hadlow-Moore

 jrhadlowmoore@icloud.com

1. **SECURITY POLICY**

For their own protection students and visitors to Dance Gems venues must follow the health, safety and security directions of Dance Gems staff.

Everyone needs to be mindful of security and any unauthorised visitor is challenged politely.

* The class register records all those present
* Staff will hand over to an attending designated adult a child after the child’s class has ended, unless specific permission has been granted for a child to go home with someone else.
* All personal property must be stored securely.
* Dance Gems does not accept liability for any loss or damage to property that does not belong to the School.
* Lost property will be logged and kept for a maximum of three weeks.
* After three weeks any jewellery not collected will be handed in to the Police Station.
* If deemed necessary by staff at each venue, the doors to and from class may be locked by key or security code to avoid strangers walking in from the street. At all times the key for the exit is visible and accessible to the class teacher and the code known. Codes are written in the class register in the unlikely event of a further emergency.
* Fire doors and emergency evacuation doors are unlocked but only able to be opened from within the building.
* Should it be brought to the attention of the School that an adult is not permitted to be near children that person will immediately be banned from attendance.
* Students are made aware of “Stranger Danger” and are taught to tell a member of staff if they see anything or anybody suspicious.
* If a child is not collected within 10 minutes of the end of their class time a fee of £30/15 minutes may be charged. If this happens more than three times the child may be asked to leave the School.
* In the unlikely event of parents not being able to reach their children due to sudden disruption of transport routes, the Director will ensure that children are looked after until parents arrive. Parents need to contact the Dance Gems Office to give and seek further information from the Director. Tel: 07968 942479.

**GENERAL INFORMATION NOTICES**

1. **UNIFORM**

It is the policy of Dance Gens to wear uniform as currently required. See Uniform notes under About Us.

1. **COPYRIGHT AND DISCLAIMER NOTICE**
* **Copyright Notice on the website**
* All information and copyright incorporated within this website is the property of Dance Gems and any unauthorised reproduction of them is prohibited.
* Unauthorised use of Dance Gems trademarks, trade names and logos is strictly prohibited.
* **Disclaimer**
* Care has been taken to ensure that the content of this website is accurate and up-to-date. Dance Gems does not guarantee the currency or adequacy of this information and disclaims liability arising from its use.

These policies are reviewed annually in July or August.