



HEALTH & SAFETY POLICY

1. General statement

Duet Academy of Dance is committed to continually assessing the health and safety risks associated with dance tuition and will provide adequate control measures to ensure any risks are reduced as much as possible. We will provide information, instruction and supervision on matters of health and safety where necessary and will maintain safe and healthy conditions in which dance tuition can be provided. We will regularly review and revise this policy as appropriate and in any case, at least annually.

2. Responsibilities

- 2.1 Duet's principal has overall responsibility for health and safety. The principal will conduct risk assessments, make arrangements for implementing the health and safety measures identified as being necessary by the assessment and ensure that all staff, volunteers and students are made aware of those health and safety measures. The principal will assess and monitor risk prior to classes each week and will conduct a review of assessments annually or whenever there are changes in the dance environment or there is any recurring incident whichever is the soonest.
- 2.2 All staff, volunteers and students attending Duet Academy of Dance and their parents or carers are responsible for ensuring they take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do. They must ensure that they co-operate on all matters of health and safety and report any concerns to Duet's principal as soon as possible.

3. Fire Safety

- 3.1 Duet's principal is responsible for fire safety and will ensure that the place of dance tuition, exams and the annual show has satisfactory fire safety controls in place such as fire extinguishers, smoke alarms, emergency lighting, fire alarm system, fire evacuation procedures, fire exits that are easily identifiable, well signposted and are free from obstacles.
- 3.2 Responsibility for the safe evacuation of Duet Academy of Dance parents/carers, students, staff, visitors and volunteers from the place of dance tuition, exams or annual show is that of the principal. Specifically:
 - 3.2.1 Staff, volunteers, parents/carers, visitors and students will be evacuated during lessons and exams via fire exits located in both halls which lead direct to the outside.
 - 3.2.2 Teachers are responsible for ensuring a register is taken at the beginning of each lesson and exams so accurate numbers of those present are held and can be used in the event an evacuation of the building is required.
 - 3.2.3 Staff, volunteers, students, chaperones, DBS checked helpers and members of the audience attending the annual show will be advised of evacuation procedures via the various fire exits available through signage and announcement prior to the commencement of the show.

- 3.2.4 Fire stewards will be appointed in each dressing room, backstage and front of house at the annual show to ensure that evacuation procedures are followed accordingly and to ensure everyone has left the building. The fire stewards will be identifiable by the wearing of a fire steward badge.
- 3.2.5 Registers will be taken at the beginning of each lesson to ensure the teachers are aware of who is in attendance. Parents/carers are required to sign themselves and their child in and out at the annual show. Backstage, front of house and technical staff will also be required to sign in and out at the annual show.
- 3.2.6 All staff, volunteers and students at Duet and their parents/carers will familiarise themselves and comply with the evacuation procedures displayed in the place of dance tuition, exams or annual show, which will include not stopping to collect personal belongings, evacuating calmly by the nearest exit and where to meet.
- 3.2.7 Special arrangements will be made where required for anyone with mobility needs.

3.3 Staff and volunteers will be trained in fire safety to ensure they know what to do in the event of a fire or other emergency situation to include evacuation procedures.

3.4 Fire safety is included in the risk assessment and management process.

4. Intruder Safety

- 4.1 In the event an intruder enters the building and poses a threat to staff, students, parents/carers the evacuation procedures outlined above will be implemented immediately. If it is not deemed safe to leave the building, everyone will be moved to an identified safe space within the building which can be locked from the inside. The police will be contacted by dialling 999 with immediate support requested.
- 4.2 In the event the danger is outside the building, every effort will be made to secure the building. Doors and windows will be closed, blinds drawn, lights turned off, electronic devices switched off, doors will be barricaded and everyone will be advised to sit quietly away from windows and doors. The police will be contacted immediately it is possible and safe to do so. Everyone will stay indoors until given the “all clear” by the police.
- 4.3 Parents/carers will be contacted as soon as possible to advise of the situation with arrangements for collecting their children.

5. First Aid

- 5.1 All teachers will hold a current first aid certificate which is renewed every three years.
- 5.2 In the case of an accident causing injury, first aid boxes with basic supplies are available, for more serious injuries, dependant on the extent of the injury, professional medical assistance will be requested. In all cases parents will be informed, in the case of minor injuries at the end of class, when professional medical assistance is required they will be informed immediately.
- 5.3 All accidents will be recorded in the accident book and will be maintained in accordance with Duet’s data protection policy and procedures.

6. Environment

- 6.1 Checks will be carried out to ensure that the area in which dance tuition, exams or shows are undertaken is safe, clean and well maintained, that there is enough space free from obstacles to work/perform so as not to cause injury or harm, that the area is accessible and that all emergency exits are clearly marked and not blocked. Any hazards identified

as part of these checks will be rectified as far as is reasonably possible prior to the commencement of dance tuition, exams or shows.

- 6.2 Adequate heating, lighting and ventilation will be provided in all venues used by Duet Academy of Dance.
- 6.3 Adequate and accessible toilet and changing facilities will be provided in all venues used by Duet Academy of Dance.
- 6.4 Electrical equipment will be well maintained and all cables and wires will be stored so as to ensure they are not a hazard.

7. Behaviour

- 7.1 All students attending Duet Academy of Dance are responsible for ensuring safe, respectful practice and should ensure they adhere to the registration terms and conditions and undertake the following:
 - Wear suitable clothing (ie Duet uniform) to and from lessons, exams and shows
 - Ensure long hair is tied up as required so as not to interfere with safe dance practice
 - Have bare feet or other appropriate footwear suitable for dance tuition as and when advised to do so
 - Take responsibility for appropriate warm up before lessons and cool down after lessons
 - Take care of others moving in the space
 - Work at all times to prevent injury and inform the principal of Duet Academy of Dance of any injury they have sustained either during lessons, exams or shows or which is unrelated to the dance school.
- 7.2 All students, volunteers and staff will respect each other and treat others as they would expect to be treated themselves. Negative comments about others appearance or ability are not welcomed. Positivity and encouragement are. Bullying will not be tolerated and action will be taken promptly if any does arise.
- 7.3 Staff and volunteers are expected to always behave professionally and are required to follow Duet's policies and procedures at all times. Failure to do so will result in disciplinary action.

8. Child welfare and safeguarding

- 8.1 Duet Academy of Dance aims to provide a happy and safe environment where children can learn to dance. Duet's teachers will act with integrity, treating children with respect, listening to their concerns and acting upon them.
- 8.2 Duet's teachers and volunteers aged 16 years and over hold an enhanced DBS disclosure certificate which is renewed every three years.
- 8.3 Photography and filming by parents/guardians or students during dance tuition or the annual show is not allowed. Medal tests may be filmed but should include parents/guardian own child only and in the case of Duets or Trios, permission must be obtained from the other children's parent/guardian.
- 8.4 Exams may be videoed for verification purposes only by examiners of British Theatre Dance Association.

- 8.5 The annual show will be recorded by a professional organisation and copies will be made available as a keepsake. Consent for this is obtained prior to the recording being made.
- 8.6 The use of photos or videos taken by Duet's teachers will be by prior consent only.
- 8.7 Duet's Principal is responsible for child protection issues and is the Designated Safeguarding Lead. A deputy safeguarding lead will be appointed in the absence of the designated safeguarding lead.
- 8.8 At Duet's annual show, we will adhere to the Children Performances and Activities (England) Regulations 2014. In addition, the following procedures will be put into place;
- Performances will last no longer than three hours and will be finished prior to 10pm
 - Children will not perform in more than one performance or rehearsal on any day that they attend school for the whole day
 - If a performance, including dress rehearsal, is to last more than four days, child performance licences will be sought
 - If a child has performed, or is likely to perform for four days or more in any period of six months, child performance licences will be requested for that child
 - Children will not be required to be absent from school due to performances or rehearsal
 - Separate changing rooms will be provided for male and female students; screens will be used if required to provide additional privacy
 - Children from birth until completion of compulsory schooling to be supervised for the duration of the performance including rehearsals by either a parent/carer, licenced chaperone or enhanced DBS checked adult
 - We expect parents or spectators who wish to take photographs backstage at the show, although this is not permitted during the performance, to avoid inappropriate or intrusive photography. Any child or parent who has concerns regarding inappropriate or intrusive photography must report these concerns to the principal immediately
 - Parents/carers are responsible for arranging their child's own transport to the show venue, any problems with this should be discussed with the principal
 - Parents/carers will be advised of arrangements and asked to give consent for their child to take part in the show.
- 8.9 Duet's principal will ensure appropriate use of its social media pages and will not tolerate any misuse, bad language or bullying online. Use of any photographs or videos online will be by prior consent only.

Other Policies, Procedures and Risk Assessments

Reference should be made to Duet's other policies and procedures namely:

Registration Terms and Conditions

Safeguarding and Child Protection Policy.

Child Protection and Safeguarding Procedures

Data Protection Policy

Employment Policies and Procedures (whistleblowing, equal opportunities)

Risk Assessment

Complaints Procedure

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3/8/26