

Duet Academy of Dance

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.

In response to the COVID-19 pandemic a separate policy and procedures is in place and should be read in conjunction with this policy.

2. Responsibilities

- 2.1 Duet's principals have overall responsibility for health and safety. They will conduct risk assessments, make arrangements for implementing the health and safety measures identified as being necessary by the assessment and ensure that all students are made aware of those health and safety measures. They will review assessments every year or whenever there are changes in the dance environment or there is any recurring incident whichever is the soonest.
- 2.2 All students attending Duet Academy of Dance and their parents 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 principals as soon as possible.

3. Fire Safety

- 3.1 Overall responsibility for safe evacuation of Duet Academy of Dance students from the place of dance tuition or annual show is that of the Principals, Sara Shaw and Tracey Platts.
- 3.2 All students at Duet and their parents will familiarise themselves with the evacuation procedures displayed in the place of dance tuition or annual show and will comply with those procedures in the event of a fire.
- 3.3 Registers will be taken at the beginning of each lesson to ensure the principals are aware of who is in attendance. Parents or carers are responsible for signing themselves and their child in and out at the annual show.
- 3.4 Fire stewards will be appointed in each dressing room at the annual show to ensure that evacuation procedures are followed accordingly. The fire stewards will be identifiable by the wearing of a fire steward badge.

4. First Aid

- 4.1 The Principals of Duet Academy of Dance both hold a current first aid certificate which is renewed bi-annually.

4.2 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.

4.3 All accidents will be recorded in the accident book.

5. Environment

5.1 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.

5.2 Adequate heating, lighting and ventilation will be provided in all venues used by Duet Academy of Dance.

5.3 Adequate and accessible toilet and changing facilities will be provided in all venues used by Duet Academy of Dance.

5.4 Electrical equipment will be tested by a qualified electrician on a bi-annual basis and will be marked accordingly. All cables and wires will be stored so as to ensure they are not a hazard.

6. Behaviour

6.1 All students attending Duet Academy of Dance are responsible for ensuring safe, respectful practice and should ensure they undertake the following:

- Wear suitable clothing (ie Duet uniform) to and from lessons, exams and shows
- Have bare feet or wear 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 Principals 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.

6.2 All students 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. Child welfare and safeguarding

7.1 Duet Academy of Dance aims to provide a happy and safe environment where children can learn to dance. Duet's Principals will act with integrity, treating children with respect, listening to their concerns and acting upon them.

7.2 Duet's Principals hold an enhanced DBS disclosure certificate.

7.3 Photography and filming by parents or students during dance tuition or the annual show is not allowed. Exams may be videoed for verification purposes only and students/parents will be informed in advance if this is the case. 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. The use of photos or videos taken by Duet's principals will be by prior consent only.

7.4 Duet's Principals are responsible for child protection issues.

7.5 At Duet's annual show the following procedures will be put into place;

- A child will not take part in a performance, or rehearsal, on more than six days in any seven day period
- 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
- A child's part or total appearance will not exceed two and a half hours per performance
- If a performance, including rehearsal, is to last more than four days in any period of six months child performance licences will be requested
- 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; male persons will not be allowed in changing rooms that are solely for the use of female students
- All parents are required to make arrangements for all children from birth until completion of compulsory schooling to be supervised for the duration of the performance including rehearsal
- We expect parents or spectators who wish to take photographs 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 one of the Principals immediately.

7.6 Duet's principals will ensure appropriate use of its facebook pages and twitter 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 and Procedures

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

Safeguarding and Child Protection Policy.

Child Protection and Safeguarding Procedures

Data Protection Policy

COVID-19 Policy and Procedures