



## **Inspire School of Dance HEALTH AND SAFETY POLICY – Jan 2008**

The aim of this policy is to:

- Ensure the safety of pupils, staff and parents/guardians whilst attending classes and representing the dance school. This policy links very closely to the Behaviour and Conduct Policy and Child Protection Policy.

Through the enforcement of this Health and Safety Policy we will ensure:

- The safety of pupils, staff and parents/guardians
- The best performance from each pupil
- We are not placing unreasonable demands upon the body of a pupil
- That both staff and pupils are following the precautions necessary to prevent physical injury during a class or performance.

For Health and Safety a registration and consent form should be completed for all pupils with details of full name, date of birth, address, contact telephone numbers and known medical conditions. Written permission must be given by parents, for those pupils under 18 years old, for Inspire School of Dance to take photos of their child (still and video) and, if necessary, for Inspire School of Dance to provide transport for the pupil. Written permission must be given by the pupil if the pupil is over 18 years old.

For the safety of pupils a set routine for drop off and collection has now been implemented. We would ask that pupils arrive no more than 5 minutes before the start of their class and wait in the corridor. For all pupils under 10 years old a parent/guardian should be available to collect them at the end of the class. A member of staff will remain on the premises until all of the pupils have left. The same expectations would apply to external events with the pupils asked to arrive at a set time and all pupils under 10 years old being collected by a parent/guardian.

For the safety of pupils a register is taken at the start of each class to show who is present. This will be used in the case of a fire or for any other reason why we may have to evacuate the building.

For the Health and Safety of pupils and staff we have a copy of Hearsall Baptist Churches Fire Evacuation policy which all staff are familiar with. From time to time we will have a fire evacuation practice drill.

For Health and Safety parents/guardians are not permitted to remain in the teaching room during lessons. Where necessary parents of pupils aged less than 5 years old (Rosette Class) will be allowed to remain in the room, but are encouraged to remain in the background .... In these circumstances parents should be on a 1:1 ratio with their child. On occasions there may be rooms available for the parents to wait in, however this is not a guaranteed provision and parents/guardians should make arrangements with the assumption that no 'waiting room' is available.

For the safety of pupils, a uniform is worn and footwear appropriate to the dance style. Pupils will not be allowed to dance barefoot or in socks. Where this differs a costume list will be given.

For the safety of pupils all qualified teachers, when taking up an appointment at the dance school, will be CRB checked and will have appropriate insurance. Inspire School of Dance has public liability insurance and the certificate is displayed on the dance school notice board.

For Health and Safety all qualified teachers will hold a recognised First Aid qualification and a first aid box will be available. All incident/accidents will be entered onto both the dance school Accident Sheet and the church's Accident Book as soon as possible after the event and also reported to John Wallace as the church's Health and Safety Officer.

For the safety of pupils teaching will only be carried out by fully qualified teachers. Older pupils may supervise practice when under the instruction of a qualified teacher. All instruction will be geared to the previous experience and abilities of the pupils and no person will be required to perform movements beyond their intrinsic capabilities.

For the safety of each pupil a warm up will be performed at the start of each class and a cool down at the end supervised by a qualified teacher.

For Health and Safety hot drinks will not be allowed in the teaching room. It is advised that pupils bring bottled, not canned drinks. Pupils will not be allowed into the kitchen area.

For Health and Safety all electrical equipment will be safety tested on a regular basis and will display the date on which it was tested. Leads will be taped down over areas that pupils may walk to avoid tripping.

For Health and Safety no clothing, bags or shoes must be left on the floor. Items must be left on chairs where they can not cause a hazard.

For the safety of pupils and staff, normally no member of staff will be alone with a young pupil for any substantial period of time without the consent of a parent or other authorised person.

For the safety of pupils and staff teachers will avoid any unnecessary physical contact with pupils. However parents should understand that some aspects of teaching involve some contact. Where it is necessary teachers will use the utmost discretion and, in any event, not do so with another person in the room.

For Health and Safety in the event of activities outside the normal dance school premises, and the absence of a parent or guardian, the teachers will regard themselves as being in "loco parentis" and, so far as applicable and within their control, apply the preceding and subsequent guidelines as if the event was in their own studio.