



# KEYWORTH SCHOOL OF THEATRE DANCE

## Child Protection Guidelines

1. It is the policy of the school to provide efficient, up- to–date, enjoyable and safe instruction to all pupils who join the school.
2. The premises and equipment will be checked regularly for any defects or faults that exist or may have developed which might present hazards to any pupil attending the premises.
3. The premises will be cleaned regularly to prevent any hazard to health from accumulated dirt or rubbish.
4. All instruction will be geared to the previous experience and abilities of the pupil (s) and no pupil will be required to perform movements beyond their intrinsic capabilities. Teachers will be sensitive to all pupils' religious beliefs and culture.
5. No energetic instruction will be given without pupils undergoing a “warm –up” session, and after an energetic session completing a “cool – down” session.
6. All instruction will only be carried out in No Smoking areas.
7. An accident book will be kept to report any injury of any nature to staff or pupils. The premises owners keep records of when fire extinguishers, fire alarms etc have been serviced and the records of regular testing of emergency lighting.
8. All pupils / parents are required to complete a pupil registration form which includes address and telephone numbers and details of any issues of which teachers should be aware.
9. No primary school aged pupils will be allowed to leave the dance school premises until collected by a parent, carer or other adult authorised to do so by a parent or carer, unless parent permission has been given in writing for them to leave the studio unsupervised (Year 6 pupils). A teacher will remain on the premises until all the pupils have left.
10. No pupil under the age of 16 will be driven home by a member of staff in his/her car without the permission of a parent or carer or in the event of an emergency.
11. Normally no member of staff will be alone with a young pupil for any substantial period without the consent of a parent or other authorised person.
12. If appropriate, changing facilities will be provided. Where possible parents / carers should supervise their own children in the changing area otherwise supervision should not be by a single adult.
13. No child may be photographed or videoed without the consent of parent / carer and a record of such authorisation will be kept.
14. No teacher will be employed to teach at the school unless they possess the appropriate DBS disclosure.
15. Only suitably qualified persons will be employed in a teaching capacity while any student engaged to assist with teaching will normally only work under the supervision of a qualified member of staff.

16. In the event of activities outside the dance school's premises the instructors 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. DBS approved adults and where appropriate Chaperone Licensed adults will be used to assist with the supervision of children.
17. Teachers will avoid any unnecessary physical contact with pupils. However parents / carers should understand that some aspects of teaching may involve some contact. Where it is necessary teachers will use the utmost discretion and, in any event, not do so without another adult / senior student in the room / premises.
18. The Principals will ensure that they and other teachers are properly covered by a Public and Employee Liability Insurance.
19. The Principals undertake not to involve in misleading or false advertising.
20. No form of any discrimination of any sort will be tolerated in the school.
21. At all times, all staff will endeavour to keep the highest standards of instruction and behaviour.

This policy is based on the IDTA Draft Policy – Child Protection Guidelines for Dance Schools.

Principals:

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