Health and Safety Policy

including first aid

**Aim:**

To ensure our participants, parents, and staff stay healthy and safe during our lessons.

**Procedures:**

1. All parents must complete an enrolment form when joining our dance school with clear information regarding emergency contacts and any relevant medical history.
2. A copy of main and emergency contacts will be kept in our dance schools address book.
3. It is the parents’ responsibility to notify our dance school of any changes to any of the information on the enrolment form, including emergency contacts.
4. In case of a fire emergency during one of our lessons, all staff have a clear understanding of the procedures to follow. Our fire evacuation and procedures policy is available on our website so all parents/carers and participants can familiarise themselves with it.
5. The school will undertake regular assessments of risks regarding our premises and any concerns will be raised with the venue owners.
6. If required, the school will contact the emergency services first, then the parent/carer of the student(s) involved by the phone number listed on the enrolment form.
7. Parents should understand that dance is an active sport and injuries can happen. Our dance school will not be held responsible for injuries sustained via any means other than a teacher’s negligence.
8. Pupils will be supervised during lesson time only. Parents/carers must ensure the safety of their child in car park, waiting, changing, and toilet areas.
9. We hold no responsibility for children using the grounds outside of the venue. This includes the car park and Costa Coffee next door.
10. Children are not permitted to use the kitchen area at any time.
11. Parents/carers must inform our dance school of any health considerations and existing injuries before participating in lessons. This is written on the enrolment form and can be changed at any time by asking Ellie.
12. Parents are responsible for ensuring your child’s punctuality.
13. Dress code must be thought about at all times and parents are responsible for sending their child in clothes they can move in.
14. Children should wear comfortable shoes at all times. If this causes a problem for your child, please contact me and let me know.
15. Shoes must be worn in the toilet areas, unless your child is in a wheelchair so their feet will not touch the floor or any surfaces.
16. Pupils should not wear any jewellery that may pose a risk to themselves or others. Stud earrings and jewellery worn for religious or cultural reasons are acceptable.
17. No food (this includes chewing gum) is allowed in the studio. Drink is permitted but only in a lidded, sealed cup or bottle.
18. Should your child need medication during our lessons, parents/carers must administer the medication. Inclusive Academy Dance School staff are not permitted to give medication.
19. No child will be allowed to leave the venue with anyone other than a parent/carer, unless confirmed with Ellie beforehand (either verbally or via email) using the password system.

**First aid procedures:**

There will always be a qualified First Aider (Ellie Andrews) on site when lessons are taking place. It is their responsibility to keep a fully equipped first aid box within the building.

In case of an incident (no matter how trivial), an accident form must be completed, and a copy must be given to the parent/carer on collection.

If a child suffers from a head bang, the parent/carer will be contacted immediately.

Signed: E Andrews