**Gracie Grooves Dance Studio**

**Health and Safety Policy**

**September 2016**

**The aim of this policy is to:**

* **Ensure the safety of pupils, staff and parents/guardians whilst attending classes and representing Gracie Grooves Dance Studio.**

**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 class or performance.**

For Health and Safety, a registration form should be completed for all pupils with details of full name, date of birth, address, contact telephone numbers and any known medical conditions.

For those pupils under 18 years old parents must inform staff if they do not wish for their child to appear in photos or videos.

For the safety of pupils we ask that all pupils under 12 years old have a parent/guardian collect tem punctually at the end of their class. A member of staff will remain on the premises until all of the pupils have left or where appropriate left with a member of staff at the school office. The same expectations apply to external events for which pupils will asked to arrive at a set time and pupils under 12 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. The register 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 follow the Fire procedure of each of the venues we use.

For Health and Safety, parents/guardians are not permitted to remain in the teaching room during lessons. Where necessary the parents of pupils aged under 5 years will be allowed to remain in the room, with the exception of open classes and performances, but are encouraged to remain in the background. At our teaching venues there may be rooms available for 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 suitable clothing and footwear for the dance style must be worn. Pupils will not be allowed to dance in socks or tights. No jewellery should be worn with the exception of stud earrings. Long hair must be tied back.

For the safety of pupils all qualified teacher, when taking up an appointment at the dance school, will be DBS checked and will have appropriate insurance. GGDS has public liability insurance and the certificate is available on request.

For Health and Safety, all qualified teacher will hold a recognised First Aid qualification and a first aid box will be available at all teaching venues. All incidents/accidents will be recorded on an Accident Report form as soon as possible after the event.

For the safety of pupils teaching will only be carried out by fully qualified teachers who are DBS checked. 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 all electrical equipment will be maintained by the teaching staff. Leads will be kept out of the way so that pupils may walk to avoid tripping.

For Health and Safety clothing, bags and shoes must be clear of the dance area where they cannot cause a hazard.

For the safety of pupils and staff, 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 we will use the utmost discretion. Parents will sign to give consent for physical correction on their registration form.

**Contact Details:**

Any concerns relating to Health and Saftery issues should be addressed to the school principal, Grace Meeking on 07590403232 / [grace.meeking@sky.com](mailto:grace.meeking@sky.com), or in writing to 47 Burns Road, Crawley, West Sussex, RH10 3AT.