



Health and Safety Policy

Including Fire Procedures, First Aid, Insurance, DBS

Introduction

It is the responsibility of all staff at Vanessa Jay's School of Dance to help maintain the safety and security of the pupils and the working/dancing environment – being aware of the risks and know the appropriate action to take, identify any potential safety issues.

As defined by the Health and Safety Executive 'a hazard is something with potential to cause harm.'

General Health and Safety

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.

Parents/guardians are not permitted to remain in the dance class during lessons, with the exception of open classes and performances. 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, we ask that pupils arrive no more than 10 minutes before the start of their class and wait in an appropriate place. For all pupils under 10 years old a parent/guardian should be available to collect them punctually at the end of the class. A member of staff will remain on the premises until all of the pupils have left.

VJSD uniform should be worn and this can be purchased upon request including footwear appropriate to the dance style. Pupils will not be allowed to dance in socks or tights. While waiting for ordered uniform other suitable clothing must be worn. No jewellery should be worn with the exception of stud earrings. Long hair must be tied back.

VJSD Teachers

All teachers at VJSD are DBS checked and will have appropriate insurance. The School has public liability insurance and the certificate is available on request. A qualified First Aider will always be on site and a first aid box will be available. All incident/accidents will be recorded on an Accident Report form as soon as possible after the event. 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 capabilities.

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.

VJSD teachers will avoid any unnecessary physical contact with pupils. However, parents should understand that some aspects of teaching involve contact. Where it is necessary teachers will use the utmost discretion.

Studio Space/Electrical Equipment

The venues and dance floors will be checked at the beginning of the sessions to make sure they are clean and clear of obstructions. Children's clothing, bags and shoes must be clear of the dance area where they cannot cause a hazard.

Pupils will not be allowed hot drinks in the dance class. It is advised that pupils bring bottled, not canned drinks. A snack/lunch can be brought to sessions if applicable. VJSD staff will ensure areas are cleared before sessions commence. Pupils will not be allowed into any kitchen areas.

The teaching staff will maintain all electrical equipment. Leads will be kept out of the way so that pupils may walk to avoid tripping.

This Policy will be reviewed annually or where significant changes are made

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