

CHARLOTTE JACQUELINE
School of Dance

**HEALTH AND SAFETY
POLICY**

AIM: Ensure the safety of pupils, staff and caregivers whilst attending classes and representing Charlotte Jacqueline School of Dance.

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

- The safety of pupils, staff and caregivers
- The best performance from each pupil
- That both staff and pupils are following the precautions necessary to prevent physical injury during a class or performance.

Charlotte Jacqueline School of Dance is committed to providing a safe and healthy environment for everyone involved in the studio. Any potential safety hazards must be reported to the staff.

As the studio occupies one space in a multi tenanted building, any risk found within the building, but not related directly to the studio, will be reported directly to the building owner for rectification.

Emergency Evacuation

Emergency exits are identified via appropriate signage and pathways to them are kept clear at all times.

There are emergency evacuation instructions posted within the studio. All teachers working within the studio must make themselves aware of these instructions.

Automatic smoke detectors and manual fire alarm buttons are installed within the building

Accidents and First Aid

A basic First Aid kit is kept in the premises at all times. Injuries must be reported to the principal, Charlotte Porter, and all incident/accidents will be recorded in the accident logbook as soon as possible after the event.

ALL head injuries, however minor will immediately be reported to the caregiver. It is then the caregiver's responsibility to decide whether their child needs medical attention.

If a caregiver is not going to be contactable during a lesson then they must provide an alternative number and contact for that day.

Provided this does not in itself put the child at risk, always try to administer First Aid with another adult present. Always tell the child exactly what you are doing and why. Unless it is irrelevant, ask the child if they use medication (e.g. for asthma, diabetes, and epilepsy) or have any allergies. Some children have allergic reactions to stings.

For minor injuries, you may not offer any medication, including antiseptics or pills of any kind. If you have any doubts about helping someone to use their own medication, phone **National Health Service Direct on 111 in England and Scotland (in Wales 0845 4647)** or the emergency services.

Any treatment should be as little as necessary without threatening the child's wellbeing.

If a child comes to you for comfort because of a minor accident or fright, it is acceptable with the Code of Behaviour to hold their hand or put your arm around them. Just ensure:

- you know about any injury and do nothing to make it worse
- physical contact is what the child wants, and the kind of contact between you is appropriate to their age and stage of development
- you do your best to stay in sight of other adults

If a child needs a doctor or hospital, call the emergency services.

It is nearly always best to stay with them and wait for the ambulance. You should only take the risk of bringing in the child yourself if the emergency services ask you to do so because of exceptional circumstances.

Individual Wellbeing

All participants are to take part in full warm up before any session and caregiver's must inform the teacher prior to a class if a child is feeling unwell.

Numbers will be restricted to ensure there is sufficient room for activity.

Teachers will inform participants of suitable clothing/footwear in advance and will check on the day.

Reduction of Hazards

Obstacles will be cleared out of or moved towards the edge of the dance space and young people are made aware of any hazards.

All bags, shoes, personal belongings etc. are to be placed in the location identified by the teacher.

All spills on the dance floor will be dealt with immediately.

Equipment

Correct storage of equipment is vital in the role of minimising risks. Any equipment not being used is a potential risk. Every piece of equipment that is being used must be checked at the beginning of the dance lesson to ensure its safety. In addition, care must be taken to:

- Storage of equipment– make sure that all equipment/resources used are safely and securely stored after each lesson
- Reporting - any damaged equipment should be reported to the Health & Safety officer immediately, for repair or replacement
- Setting up - setting up of equipment must be comprehensive, correct and safe
- Use of safety mats - where appropriate, safety mats to be used appropriately
- Equipment use - when using equipment, ensure that pupils are shown how to use the equipment correctly and safely
- Supervision - ensure that no pupil is able to access equipment without supervision

Safety of Young Person

All sessions are supervised by suitably trained teachers.

All pupils attending a dance class are the responsibility of the parent/guardian until they enter the studio. Students should not be left unattended in the waiting area.

Young people will need to ask permission to go to the toilet

No outside access is allowed unless a child is supervised

No teacher will be alone with a young pupil for any substantial period of time without the consent of a parent or other authorised person.

Teachers will avoid any unnecessary physical contact with pupils, however caregivers should understand that some aspects of teaching involve some contact. Where this is necessary teachers will use the utmost discretion.

Parents must advise the studio if they do not wish their child to be photographed or videoed for promotional purposes.

Pupils should arrive 10 minutes before the start of their class and wait in an appropriate place.

For all pupils under 12 years old a parent/guardian should be available to collect them punctually at the end of the class. The teacher will remain on the premises until all of the pupils have left.

The same expectations apply to external events for which pupils will be asked to arrive at a set time and all pupils under 12 years old will need to be collected by a parent/guardian.

Any younger siblings must remain off the dance floor during class. Caregivers are required to personally supervise non dancing siblings.

Dance Studio

Checks to be made before pupils enter the studio:

- Floor – ensure floors are clean with foreign bodies removed
- Mirrors – ensure mirrors are unbroken
- Plug sockets – ensure they are safe with no wire showing
- Curtains – any falling/fallen down
- Doors and exits –ensure doors are exits are secure and that there is nothing blocking emergency exits
- Lighting and light switches – identify any that are not working or loose

Smoking, Drugs & Alcohol

Charlotte Jacqueline School of Dance has a non-smoking policy and smoking is prohibited anywhere in the building.

Charlotte Jacqueline School of Dance has a strict no drugs and alcohol policy. Any pupil or teacher found using drugs or alcohol whilst attending classes or working at the school, will be presented with a verbal warning. Caregiver's will be advised if the pupil is less than 18 years of age.

Noise

Although music is played within the studio the volume is kept at a level where the teacher's voice can be heard.

Personal Information

A registration form should be completed for all pupils advising full name, email address, contact telephone number and any known medical conditions.

Use of other Premises

Charlotte Jacqueline School of Dance will follow the Emergency procedures of each of the other premises utilised.

Staff will, so far as applicable and within their control, apply the preceding guidelines as if the event was in the Charlotte Jacqueline School of Dance

Public Liability Insurance

Charlotte Jacqueline School of Dance has public liability insurance and the certificate is available on request.