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**PARENTS WILL NOTE:**

**LISS TRIANGLE CENTRE**

We are not the exclusive users.

This is a public building with various events occurring throughout the day and evening.

**Toilets** One parent MUST be on hand on Saturday mornings to escort children to the toilet, to sit in the corridor outside the Hall on the chair provided.

**Changing** Children should NOT change in the café area.

**Belongings** All belongings should be brought into the studio during class.

**Parking** Give yourself enough time to park at a distance in one of the free car parks. There are just a few spaces at the Triangle which are usually already filled. Or walk!

**GREATHAM VILLAGE HALL**

We are the exclusive users during class times but please note that the toilets are accessed via the foyer.

People using the playground and sports field do make use of these if they see the door open. The foyer is available for you to sit and wait.

**Parking** Plenty of spaces. Do not park in the entrance to the Hall.

**COLLECTION**

Once children are out of the ballet studio they are out of my care and I can no longer take responsibility for them. Please be ready to collect the younger ones at the door AND instruct your child to sit with another parent or return to the studio if you are late.

**PHOTOGRAPHY/ FILMING/VIDEO IS NOT PERMITTED AT ANY TIME**

***No permitted during classes, Parent's Watching or the biennial show.***

***This includes ALL family members and will be respected without question.***

**Child Protection Policy**

We believe that no child or young person should be the subject of neglectful or abusive behaviour.

We will promote and maintain the welfare of every child in our care and seek to protect them from harm regardless of race, age, disability, gender, sexual orientation, religious belief or any other form of identity or creed. We will create a safe and welcoming environment for all.

This policy applies to myself, freelance musicians and all volunteers and covers children under the age of 18 and vulnerable people up to the age of 24.

*Valid DBS Certificate available to view on request.*

To protect children and young people in our care, we will:

- Value and respect children and listen to what they have to say
- Work with children, parents and relevant organisations
- Share our policy with all staff, parents and students
- Take responsibility for children and young people's safety when in our care
- Seek permission from parents before taking images (photographs or film) of students and only publish with their consent.
- Report suspected neglect or abuse to Hampshire County Council's Safeguarding Team or the police
- Ensure that this policy is regularly updated
- Reporting Suspected Neglect or Abuse
- Appropriate Physical Contact in Dance
- Chaperoning Students to and from Dance Events
- Use of Photographs and Film of Children

This policy was last reviewed on 3/9/2020

Name: Yolande Parkin

Job Title: Principal - *Yolande E Parkin*

**Reporting Suspected Neglect or Abuse**

Concerns regarding a child's welfare can be reported by:

- Parents • Teachers • Friends • the child or young person.

All allegations of neglect or abuse will be taken seriously. If a concern is reported directly by the child or young person we will not seek to disagree, ask probing or leading questions, or do anything else which may discourage them.

We will make it clear that reported concerns cannot be kept confidential but will need to be shared with a nominated member of staff or external organisation. Parents or guardians will also be involved if appropriate.

We recognise that early action is vital. Any concerns will be reported immediately.

If the child or young person is in immediate danger of harm, we will contact the police on 101.

In all other cases, we will report concerns to the local Protection Team Hampshire County Council's Safeguarding Team.

### **Appropriate Physical Contact in Dance**

Teaching dance is a physical activity and a teacher will sometimes need to make physical contact with a student to show an idea or to correct the student's position. This can include:

- Lifting
- Adjusting arms, legs, rib cage, hips, feet, hands
- Moving one student in relation to another

Where contact is needed, we will remain sensitive to the student's wishes and put their welfare first. In all cases, we will say why and how we will be correcting the student's position before making any contact.

We encourage students to report any concerns

### **Chaperoning Children to and from Dance Events**

Parents or guardians will always chaperone their own child to outside events.

Appointed chaperones will be in attendance at the local biennial show

### **PARENTS WILL NOTE:**

#### **Use of Photographs and Film of Children**

Where we have publicly displayed images at our school or on social media, parents and students may withdraw their permission at any time. In such cases, the images will be removed as soon as is reasonable and without question. Photographs at the biennial show are taken by a professional photographer only.

#### **Dance Teacher Insurance**

The principal holds current Employer and Public Liability Insurance with Arthur J. Gallagher Insurance Brokers Limited (underwritten by AXA Insurance Limited). Available to view on request.

## Health & Safety Policy

This is a statement of general policy and arrangements *for Liss Forest Ballet School*

We will actively maintain and promote good health and safety procedures and will:

- Maintain safe and healthy work conditions
- Provide adequate control of the health and safety risks at our school
- Be open to comments and suggestions from our employees, students and their parents on matters relating to health and safety
- Provide information, instruction and supervision for employees and students and make them aware of this policy
- Ensure all employees are capable of doing their tasks, hold any required qualifications, and that they receive adequate training
- Record any harm or injuries that occur in an Accident Book and make changes where required to avoid similar incidents in the future
- Regularly review and update this policy
  - Yolande Parkin has overall responsibility for health and safety and has day-to-day responsibility for ensuring this policy is put into practice.
- A First Aid box is available at each of the venues hired by the School, provided by the venue in question.
- An Accident Book is located at each of the venues hired by the School, provided by the venue in question.
- Please follow the individual venue's instructions in case of fire.
- In the case of an emergency or serious injury, please contact the emergency services on 999

This policy was last reviewed on 14/7/2019

Name: Yolande Parkin

Job Title: Principal

Signed: *Yolande E Parkin*

## Risk Assessment

Description of the hazard	What is the risk and to whom?	How is the risk currently being managed?	What else can be done to manage the risk?	Who will do this?	When will this be done?
<b>Pointe Work</b>	Girls in the school	Only those with the necessary requirements invited.	Full pre-pointe training	Mrs Parkin	Always
<b>Slippery floor</b>	Slip/fall hazard for dancers	Supply damp towel and rosin	Constant repeat of priming shoes	Mrs Parkin	Regularly during class
<b>Portable mirror</b>	Children can fall into	Always used against a wall	Respect taught	Mrs Parkin	Always

**Liss Forest Ballet School during Covid-19**

- We will follow all current Government guidelines
- We will oversee all distancing, hand sanitising and cleaning within each of the premises
- We will notify you immediately if either teachers or other pupils suffer from suspected or confirmed Covid-19 symptoms
- You will not be financially penalised if the school is ordered by Government to close due to countrywide or local lockdown, or teacher's Covid-19 illness
- FULL MDETAILS of practise are in your emailed documents.

**Parents**

- FULL DETAILS for your guidance are in the documents sent to you by email.
- You will read and apply all guidelines advised by Liss Forest Ballet School.
- You will follow any changes advised at short notice

Updated September 2020