



FIERCE DANCE ACADEMY POLICIES AND PROCEDURES

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Policies, Terms & Conditions

Registration: All dancers must complete a registration form upon enrolment.

Term dates: Generally we run in line with the school half terms and at FDA we refer to these as 'terms'. Adults classes run on a monthly basis.

Fees: Fees are always due on or before the first class of the new term. Payments are required in full and refunds cannot be given. Payment may be made via BACS or cash in class in a sealed and marked envelope - with the dancers name and amount enclosed stated clearly on the front. Timely payment is essential and very much appreciated. Should you no longer require your space in class, please inform us in person or via email. Once the date of the first class of term has passed, the term fee is payable. For adults class, the same policy applies but on a monthly basis, and fees are required on the first Monday of every month.

Class Cancellation/Alteration: On the extremely rare occasion that a class is cancelled or rescheduled, dancers will be credited appropriately.

Attendance: Regular and consistent attendance ensures dancers are learning and progressing well. Please let us know if you/your child is unable to attend a class so that the teacher is aware not to expect them and can plan accordingly.

Conduct: At FDA, we encourage a supportive, kind, encouraging culture for all involved - dancers, parents/carers and staff alike. It is of upmost importance to us that we create a safe, nurturing environment, and appreciate everyones commitment to approaching all classes and events, fellow dancers and parents/carers with kindness, support and courtesy. Please see Code of Conduct.

Photography/Videography and social media: Upon registration, all dancers/parents/carers are asked to give permission/consent for themselves/their child to be photographed/filmed. If you are unable to give consent, it is very important you email us to inform us how we can support you. Please see our photography and filming policy.

First Aid: All teachers are qualified in basic first aid and may administer when necessary.

Child Protection and Safeguarding: We acknowledge our responsibility in creating a safe environment, taking all necessary steps to protect children from harm. All staff hold an enhanced DBS check and are trained in Child Protection. Please see our Child Protection and Safeguarding Policy.

Emergency Contact Details: Upon registration, you will provide us with both a general contact telephone number as well as an emergency one. Please ensure these are updated and inform us should your number change. Regular audits may be made to ensure these are up to date.

Our Locations: We currently run classes at East Riding Leisure Haltemprice, Anlaby and St Nicolas Community Centre, Beverley. Please familiarise yourself with the premises information and drop-off and pick-up policy.

Contact: We aim for general and regular communication to be made via our class WhatsApp groups. This will give us a community platform to share updates, answer queries and make announcements. Newsletters and anything extremely important may occasionally be sent via e-mail. We aim to make any urgent/last minute announcements via WhatsApp. Please join your appropriate WhatsApp Group. If you have any issues with using WhatsApp, please let us know. Please familiarise yourself with the lead coach for your class and all teachers and save the appropriate number(s). You may need this number in case of emergency or urgent contact i.e being late for pick up, and so on. You also may wish to save our email hello_fda@outlook.com as a 'safe' contact to avoid us going into Junk mail.

Health and Safety: We recognise the duties we have to to ensure the safety and health & well-being of all dancers, teachers, volunteers and assistants whilst they are involved with the dance school during class or at events. We are committed to providing a safe and healthy environment for everyone involved. Please see our Health and Safety Policy.



Photography and filming policy

FDA works with children and families as part of its activities. These include: Dance classes and events.

The purpose of this policy statement is to:

- Protect children and young people who take part in FDA's services, events and activities, specifically those where photographs and videos may be taken
- Set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- To ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people.

This policy statement applies to all staff, volunteers and other adults associated with FDA

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

We recognise that:

- sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
- the welfare of the children and young people taking part in our activities is paramount
- children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- consent to take images of children is only meaningful when children, their parents and carers understand how the images may be used, and are aware of the potential risks associated with the use and distribution of these images
- there are potential risks associated with sharing images of children online.

We will seek to keep children and young people safe by:

- always gaining consent from a child/person and their parents or carers (where applicable) before taking and using a persons/child's image
- explaining what images will be used for
- making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- making sure children, their parents and carers understand how images of children will be stored
- reducing the risk of images being copied and used inappropriately by:
 - only using images of children in appropriate clothing
 - using images that positively reflect young people's involvement in the activity

How images may be used

When registering your child with us at FDA, written consent was/was not granted to us giving us permission to photograph your child. Upon giving consent, this confirms to us that you as parent/s/carer/s, and your child, are happy with their image being used for the purposes we deem appropriate in line with our policies, for purposes that include but may not be limited to:

Advertising and marketing purposes that we deem appropriate, including usage on social media platforms and printed public resources. Images/videos appearing in both organic and paid posts on social media sites such as Facebook, Instagram, TIKTOK and any other social media platform deemed appropriate for our cause. For example, the image may be used on a leaflet to advertise classes and represent the academy, online and/or a printed resource. Videography may also be done for same purpose, the purpose of sharing/selling a copy of a production to dancers/parents/carers for e.g showcases and events. Photographs/videos may also be used as a staff resource for learning/teaching.

Please note: You can revoke this permission at any time by emailing us and stating that you no longer want your child's photographs and/or videos to be used.

Photography and/or filming at events for FDA's use as above and for the purchase of an event video production and sale

Photography/video at events should only be done with FDA's permission. For e.g FDA staff and/or a professional photographer/videographer at an event. Children, young people, parents and carers must also be made aware that photography and filming is part of the programme.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- providing the photographer with a clear brief about appropriate content and behaviour
- ensuring the photographer wears identification at all times
- informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- not allowing the photographer/videographer to have unsupervised access to children
- reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.

If consent to take photographs is not given

If children, parents and/or carers do not consent to photographs being taken, we will respect their wishes. We will agree in advance how they would like to be identified so the photographer/videographer knows not to take and/or share pictures of them, and ensure this is done in a way that does not single out the child or make them feel isolated. We will endeavour to never exclude a child from an activity because we do not have consent to take their photograph.

Storing images

We will endeavour to store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.



Child Protection and Safeguarding Policy

FDA recognises its duty of care under the Children and Young Persons Act 1963, the Children (Performance and Activities)

(England) Regulations 2014, the Children Act 1989 and the Criminal Justice and Court Services Act 2000 (in Scotland Protection of Children (Scotland) Act 2003). Working together to safeguard children 2013.

We acknowledge our responsibility in creating a safe environment, taking all necessary steps to protect children from harm and understand our duty to act appropriately to any allegations, reports or suspicions of abuse.

All staff and volunteers at FDA will endeavour to work collaboratively to develop an ethos which respects the rights of children, young people and adults, embracing differences and diversity.

Fierce Dance Academy believes that:

- The welfare of the child is paramount
- All children/young people, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and /or sexual identity have the right to protection from abuse
- All suspicions and allegations of abuse should be taken seriously and responded to appropriately and in a timely manner
- It is integral all teachers/coaches/volunteers on our team have a good understanding of this policy and are trained and practiced in understanding how to respond appropriately

Fierce Dance Academy will ensure that

- The welfare of the child is paramount to the work that we do
- All children will be treated with respect and dignity
- We listen to and respect what the children and young people we work with have to say
- Staff members are positive role models, injecting and encouraging the expected culture and approach of the academy
- We provide a safe environment where children feel nurtured, secure and under the supervision of adults in whom they can trust
- The culture of learning will have progression and wellbeing at the heart, providing guidance and feedback with enthusiasm and care
- Bullying of any kind will not be accepted or condoned and concerns will be dealt with appropriately
- We will work effectively with venues to provide a safe and secure environment for all sessions
- All appropriate members of staff will hold a register of every child involved with the academy and will retain a contact name and number close in case of emergency

Anyone associated with FDA - dancers, parents/carers or staff with any concerns regarding child protection must speak directly to the the lead teacher and co-ordinator, Emilee Wilson (see teacher directory.) or in her absence, deputy lead teacher Chloe Busby.

Safer Recruitment

All of our staff are recruited and trained and experienced appropriately in their role. All coaches and staff members are First Aid trained, trained in Child Protection in Sport and Physical Activity and all hold an enhanced DBS check.

Designated safeguarding lead: The designated safeguarding person (DSP) within our organisation is Emilee Wilson and Deputy Chloe Busby. As safeguarding lead they have completed training to fulfil this role: *3 hours in Child Protection in Sport and Physical Activity*

They will be responsible for the monitoring and recording of any safeguarding concerns and for ensuring that all concerns are shared with the appropriate statutory authorities. All staff and volunteers at FDA should be made aware of this policy and should be able to demonstrate their roles and responsibilities for safeguarding and promoting the welfare of children and young people, including how to raise concerns with both children's social care and the police. Staff and volunteers shall be made aware of this through regular staff meetings and training sessions.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from nspcc.org.uk/childprotection.

All staff and volunteers have a strict duty never to subject a child to any form of harm or abuse. Failure to adhere to these procedures will be treated as gross misconduct. Children and their parents/carers who attend FDA may view our policy where appropriate.



Premises Information

East Riding Leisure Haltemprice 120 Springfield Way, Anlaby, Hull HU10 6QJ

East Riding Leisure Centre is a council ran public leisure centre serving the local community. Here, we run from the 'Kirkella Room' every Monday and Saturday. The Kirkella room is located upstairs in the centre. There is a large carpark for your use as well as a cafe any many other facilities should you wish to stay on-site. Whilst waiting to pick up, there is a small corridor space outside of the dance studio (Kirkella Room) where you can wait. Please kindly avoid congregating and arriving too early. Please be mindful that the centre is busy, as is the car park, and encourage your children to be so too. (please see drop off/pick up policy)

St Nicholas Community Centre, 148 Holme Church Ln, Beverley. HU17 0PY

St Nicholas Community Centre, or St Nicks Hall as you may know it is a Community Centre that serves the town of Beverley. We are located in the new hall (to the left of the building). There is no public car park, however, there is street parking all around and also a street down the right hand side of the building, which although you cannot park you are able to use quickly for drop off and pick up. Please be mindful of the road and encourage your children to be so too. (please see drop-off/pick up policy). There is an external door into the building (foyer), and an internal door into the studio/dance space. Whilst waiting to pick up, please there is a small corridor space outside of the dance studio (Kirkella Room) where you can wait.

Drop-off & Pick Up Policy

Each venue operates slightly differently as above, please be mindful of roads, pathways and busy areas around the venue and encourage your children to do the same.

What we aim to do

- Ensure parents know the location, start, finish time of classes
- Request that teacher(s) arrive early and leave later than participants for all classes
- Provide coaches with emergency contact number and make sure they have access to a phone
- Ensure that if we are aware that a parent/carer/guardian is late, that the teacher contacts them and if necessary, waits with the dancer until they arrive which may mean bringing them back into the studio/dance space until pick up arrives

What we ask you to do

- Please arrive/drop your child off on time for class, and ensure you arrive a few minutes prior to class finish time for a smooth entrance and exit
- The doors of the studio/dance space may be closed/secured during class time, and only opened for drop off and pick up. We cannot be responsible for children outside of the studio/dance space. Please avoid dropping dancers off too early.
- Please avoid being late for pick-up as this causes safeguarding issues - if you are running late, please let us know
- All children are to be dropped off/picked by an appropriate adult at the studio/dance space door (if your child does not leave independently, please see below)

- Always ensure your child is fully aware of pick up arrangements, whether they will leave to the car park/street or be met inside at the dance studio/space door- and also aware of who to expect. It may be necessary to keep us informed of who to expect and of any changes - please feel free to discuss this at drop off/via message if necessary in good time so we can assist with a smooth and safe transition where we can.
- Whilst waiting to drop off/enter class/pick up - please avoid congregating in communal drop off areas, and keep all entrances and exits clear

Leaving the premises independently

We understand for older children that it may be appropriate for them to enter/exit the dance studio/space independently at drop off/pick up and/or to meet an appropriate adult waiting elsewhere at pick up - i.e at the car - in the carpark, on a nearby street, or, to walk home. We kindly request that you let us know for our records. This applies to any dancers that will not be met at the studio/dance space door, at the end of every class. If you/an appropriate adult will not meet your child inside at the studio/dance space, ticking the appropriate box when completing the registration form informs us that you give permission for your dancer to leave the dance space independently. Due to the nature and set up, we cannot supervise dancers outside the venue. Whilst we are only able to supervise and be responsible for the dancers during class time, and while inside on the premises - we will of course where possible endeavour to care for them in the capacity required for e.g upon leaving should they be unable to spot their adult, they are encouraged to return back inside for assistance.

We request all GROOVERS to be collected at the door, and also JUNIORS - this is of course at your discretion.



Contact Policy

Our general and regular communication will be made via our class WhatsApp groups. This will give us a community platform to share updates, answer queries and make announcements. Anything extremely important may still be sent via e-mail. Urgent/last minute announcements will be made via WhatsApp. Please join your appropriate WhatsApp Group. If you have any issues with using WhatsApp, please let us know.

A little tip: we understand your WhatsApp space may be busy with both personal and school etc commitments - you may wish to archive our chat and check when appropriate, please do stay upto date in a timely manner around your child's class time.

Teacher contact

Please familiarise yourself with the lead coach for your class and save their number. You may need this number in case of emergency or urgent contact i.e being late for pick up, letting us know of altered pick up arrangements, and so on.

Anti-bullying Policy

We are committed to providing a caring, safe, caring and friendly environment for all involved. Bullying of any kind is not acceptable. If bullying does occur, all dancers/parents/guardians/carers should be comfortable in reporting all incidents, and it is seen to be dealt with promptly and efficiently. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect

We recognise that bullying caused distress and affects a young persons/persons health and development and in some instances, bullying can cause significant harm. All children and people regardless of age, disability, gender, gender reassignment, race, religion or belief, sex or sexual orientation, have the right to equal protection from all types of harm or abuse. Everyone has a role to play in preventing all forms of bullying, including online and putting a stop to bullying.

We will seek to prevent bullying by:

- Developing a code of conduct that sets out how everyone involved in our organisation is expected to behave, which applies both in person and online
- Create an environment in which we respect each others differences and show care and compassion to each other equally
- Ensuring our staff are positive role models, role modelling positive and expected behaviour and being open and approachable
- Practicing skills such as listening each other
- Dealing with problems in a positive way
- Putting anti-bullying procedures in place
-

Responding to bullying

We will make sure our response to incidents of bullying takes into account:

- the needs of the person being bullied
- the needs of the person displaying bullying behaviour
- needs of any bystanders
- our organisation as a whole

We will review any plan we have developed to address any incidents of bullying at regular intervals, in order to ensure that the problem has been resolved in the long term.

This policy statement should be read alongside our Code of Conduct and is also supported by our Anti-bullying procedure.

Health & Safety Policy

Fierce Dance Academy is a dance school with weekly classes for children and young people. The school currently operates from East Riding Leisure Haltemprice and St Nicolas Community Centre. We recognise the duties we have under the Health and Safety Acts and Regulations to ensure the safety and health & well-being of all dancers, teachers, volunteers and assistants whilst they are involved with the dance school during class or at events.

Our recognised responsibilities are as follows:

- Provide a safe and healthy environment for dancers and teachers to rehearse and train within. This environment will have all risks identified and appropriately controlled to minimise or eliminate the possibility of harm and accidents
- Ensure all dancers are appropriately dressed prior to commencing a class and any injuries or other health issues have been identified and the teacher has been notified
- Ensure all classes begin and end safely and appropriately to the class
- Ensure all emergency exits are clearly sign posted and are unobstructed at all times
- Ensure that appropriate procedures are in place in the event of an emergency such as a fire, accident or any other incident that may occur. These procedures will be assessed regularly to ensure they are adequate.
- Ensure that all staff members have the required training in First Aid and Safeguarding
- Review all procedures regularly, ensuring that any additional measures are put into place when required

Making sure that the responsibilities acknowledged in the policy statement are met, together with the risk assessments and accident records will help towards ensuring that the school is meeting all legal requirements

Reviewed Annually
Reviewed August 2024