

DANCE PROJECTION

Health & Safety Policy

Policy Statement

Dance Projection takes seriously its responsibility to ensure the safety and wellbeing of all pupils, staff, and visitors. This policy sets out the measures in place to reduce risks, manage emergencies, and provide a safe learning environment.

Registration & Contact Information

- All pupils must complete a Registration Form when joining, including emergency contacts and relevant medical history.
 - Emergency contact details are kept on online class registers.
 - Parents/guardians must notify us immediately of any changes. Forms can be updated online at any time.
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Fire Safety & Risk Assessments

- All tutors are trained in fire safety procedures and understand their responsibilities in an evacuation.
 - Regular risk assessments are carried out on premises, and concerns are reported to the Health & Safety Officer for action.
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First Aid & Medical Emergencies

- Fully equipped first aid boxes (including cold packs) are available in all studios.
 - There will always be a qualified First Aider present during classes.
 - All tutors are required to maintain up-to-date First Aid training.
 - Serious accidents are recorded in the Accident/Incident Report Book and shared with parents/guardians.
 - If a parent/guardian cannot be contacted, the School is authorised to seek medical advice for the pupil.
 - Emergency services will be contacted first if required, then the parent/guardian.
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Liability & Supervision

- Dance is a physical activity comparable to sport. While every effort is made to reduce risks, injuries may occur. The organisation accepts no responsibility for injuries other than those caused by tutor/teacher negligence.
 - Pupils are supervised during class time only. Parents/guardians are responsible for children in waiting areas, changing rooms, toilets, car parks, and outdoor areas.
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Health Declarations

- Parents/guardians must inform staff of any special health considerations or existing injuries before class.
 - Tutors will include appropriate warm-up and cool-down exercises in all lessons to help prevent injury.
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Attendance & Punctuality

- Pupils are expected to arrive on time for classes.
 - Repeated lateness may result in refusal of entry, as missing the warm-up increases the risk of injury.
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Dress Code & Footwear

- The published dress code must be followed at all times.
 - Only indoor dance shoes are permitted in studios to protect floors and ensure safe practice.
 - Ballet shoe elastics must be securely sewn and fitted correctly (not too tight or too loose).
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Jewellery & Personal Items

- Pupils should not wear jewellery that may pose a risk to themselves or others.
 - Stud earrings and jewellery worn for religious or cultural reasons are permitted.
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Food & Drink

- No food or chewing gum is allowed in the studio.
 - Water is permitted in bottles with secure caps.
 - Shoes must be worn when using toilet facilities.
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Policy Review

This policy will be reviewed annually to ensure it remains current and effective.

- **Last approved:** August 2025
- **Approved by:** Heidi Speakman, Gemma Hall & Natalie Potter
- **Next review due:** August 2026