

DANCE PROJECTION

Licences & Insurance Policy

Policy Statement

Dance Projection recognises its responsibility to protect students, staff, volunteers, and visitors by maintaining appropriate insurance cover and licences. Running a dance school involves a range of risks, and it is essential that we safeguard against these to ensure safe, lawful, and sustainable operations.

Insurance Cover

Dance Projection holds the following types of insurance:

1. Public Liability Insurance

- Protects against claims for injury to third parties or damage to their property.
- Covers students, parents, audience members, and visitors during classes, rehearsals, and performances.

2. Employers' Liability Insurance

- Provides cover for injuries to staff, freelance tutors, or volunteers (including parents assisting at shows).
- This is a legal requirement for employers under UK law.

3. Property Insurance

- Covers Dance Projection's property, including mirrors, flooring, IT equipment, props, and costumes.
- Ensures damaged or stolen property can be repaired or replaced.

4. Equipment & Sound Systems Insurance

- Protects specialist dance equipment, including sprung floors, audio-visual equipment, and sound systems.
- Covers accidental damage, theft, or breakdown.

5. Business Interruption Insurance

- Protects against financial loss in the event that Dance Projection is unable to operate following an insured incident (e.g. fire, flood, or major equipment failure).
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Licences

Dance Projection ensures compliance with all legal licensing requirements, including:

- **Music Licences** – A valid licence is held with PPL PRS Ltd to cover the playing of recorded and live music during classes, rehearsals, and performances.
 - **Performance Licences** – For productions involving children, Dance Projection complies with local authority performance licensing regulations. Parents/guardians will be informed where a licence application is required.
 - **Filming & Photography Permissions** – Consent is always sought from parents/guardians before taking or using images or videos of students for promotional purposes.
 - **Data Protection (GDPR)** – Dance Projection is registered with the ICO (Information Commissioner's Office) where required and complies with GDPR to safeguard personal data.
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Responsibilities

- The **Directors** are responsible for ensuring that all licences and insurance policies remain valid and are reviewed annually.
 - All **staff and volunteers** must comply with insurance conditions and licensing rules when working with students.
 - **Parents and students** will be informed of any relevant licence requirements (e.g. child performance licences) and may be required to provide supporting documentation.
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Review

This policy will be reviewed annually or sooner if changes in legislation or operations require. Dance Projection will also regularly review insurance cover to ensure it remains adequate and appropriate for the school's activities.