

DANCE PROJECTION

Trips & Visits Policy

Policy Statement

Dance Projection is committed to providing safe and enjoyable trips, visits, and off-site activities that enhance the learning and performance opportunities of our students. This policy applies to all students participating in activities organised by Dance Projection, whether in the UK or abroad.

The safety and welfare of students is our highest priority. All trips will be carefully planned, risk assessed, and supervised to ensure students can enjoy valuable experiences in a safe and supportive environment.

Aims

- To provide enriching opportunities outside of the studio that support students' development.
 - To ensure the safety and wellbeing of all students during trips and visits.
 - To ensure clear communication with parents/guardians regarding trip arrangements.
 - To meet all safeguarding, health & safety, and legal requirements.
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Responsibilities

Principals

- Approve all trips and visits.
- Ensure risk assessments and safeguarding procedures are in place.

Trip Leaders

- Take overall responsibility for the safety and organisation of the trip.
- Carry emergency contact details for all students.
- Ensure consent forms are completed before departure.
- Report and record any accidents or incidents.

Staff & Volunteers

- Supervise students and follow the instructions of the Trip Leader.
- Promote good behaviour and ensure students follow safety rules.

Parents / Guardians

- Provide up-to-date emergency contact and medical information.
- Complete and sign consent forms.
- Support behaviour expectations for their child during the trip.

Students

- Follow staff instructions at all times.
 - Show respect to peers, staff, and members of the public.
 - Abide by Dance Projection's behaviour expectations.
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Risk Assessments

- A full risk assessment will be completed prior to each trip.
 - Risks considered may include travel, accommodation, activities, supervision ratios, medical needs, and emergency procedures.
 - Trip Leaders will review risks continuously during the trip and act accordingly.
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Medical & Emergency Procedures

- A trained first aider will be present on every trip.
 - Trip Leaders will carry a fully stocked first aid kit.
 - Parents will be contacted immediately in the event of illness, accident, or emergency.
 - In serious cases, emergency services will be contacted first, followed by the parent/guardian.
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Consent & Information

- Parents/guardians will be given full details of the trip, including dates, times, transport, costs, accommodation (if applicable), and activities.
 - Written parental/guardian consent is required for all trips.
 - Students without a signed consent form will not be permitted to take part.
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Insurance

- Dance Projection will ensure appropriate travel and activity insurance is in place for all trips.
 - Parents will be informed of the level of insurance cover.
 - Parents may choose to take out additional personal cover.
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Behaviour

- Students are expected to uphold the same standards of behaviour on trips as they do in class.
 - Any behaviour that puts others at risk may result in a student being sent home at the parents' expense.
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Review

This policy will be reviewed annually or sooner if legislation or guidance changes.