**KH DANCE ACADEMY**

**Policy Statements**

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**Mission Statement**

At KH Dance Academy, we aim to provide a happy and safe environment in which students can learn dance, fitness and performance skills and gain government recognised qualifications through exams and performance work. This gives the students a platform to develop social, physical and communication skills that will be transferable to all walks of life. It is our aim that students of KH Dance Academy have increased self-confidence and fitness whilst having fun and making new friends.

**Code of Conduct**

**Integrity**

KH Dance Academy will act in all matters with the utmost integrity.

**Competence**

KH Dance Academy will operate within the limits of the teacher’s qualifications, experience and expertise. All classes will be planned to an appropriate level to facilitate the needs of the students providing feedback in a positive and encouraging way to aid development, always adhering to the highest possible standards.

**Professionalism**

KH Dance Academy aims to run in the most professional way possible and will strive to offer guidance for those who may wish to follow a career in the arts.

**Safety**

KH Dance Academy has a Child Protection & Safeguarding Policy, Health and Safety Policy and a Terms & Conditions in which parents are requested to be aware of these policies in the interest of serving the wellbeing of the children alongside older students filling in a PAR-Q form for the fitness classes. KH Dance Academy feels that safety is always paramount and the facilities used for practice are adequate to meet the needs of the students. KH Dance Academy is committed to ensuring employees/volunteers are competent to do their task so that students will receive professional tuition with appropriate facilities following safe practice.

**Child Protection & Safeguarding Statement & Policy**

KH Dance Academy aims to provide a duty of care to safeguard all students involved in dance from harm, abuse and exploitation and to provide a happy and safe environment where everyone can learn and all reasonable steps will be taken to promote safe practice.

KH Dance Academy acknowledges its duty to act appropriately to any suspicions, reports or allegations of abuse and for paid staff and volunteers to respond to the principal or local authority. Paid staff and volunteers will work together on continuous development of differences, diversity and respect the rights of all students. Any person teaching/chaperoning/volunteering for KH Dance Academy will be in receipt of a DBS and Chaperone licence. Photos or videos will only be used if written consent has been obtained by the parent, adult or guardian through the registration process.

The dance school will ensure safety by following the Policies above

**Elements to our policy:**

* All students have the right to protection and to feel secure and free from threat, regardless of gender, ethnicity, disability, sexuality or beliefs and the needs of those particularly vulnerable are to be taken into account.
* All students to be treated equally with respect and dignity.
* Ensuring we practise safe recruitment in checking the suitability of staff and volunteers to work with children.
* Raising awareness of protection issues and equipping students with the skills needed to keep them safe.
* Developing and then implementing procedures for identifying and reporting cases or suspected cases of abuse.
* Supporting students who have been abused in accordance with his/her agreed protection plan.
* Establishing a safe environment in which students can learn and develop.
* Under no circumstances should any staff member or volunteer inflict physical or psychological harm on a child or adult at risk. Assault is against the law and is a criminal offence that can lead to prosecution.

**What to do if there is a concern:**

* Report a concern to Kathryn Cameron-Webb (07891675753) dance school principal who is the safeguarding lead for the dance school or local authority (Juvenile Employment and Safeguarding Officer 01872 326004 /ciee@cornwall.gov.uk)
* To act upon the concern and follow the necessary action and contact the local authority if required.
* To put on hold the necessary situation or KHDA team member/Volunteer if needed until further information is obtained and then act accordingly.
* To contact the local authority for guidance and support if a report or situation needs acting upon urgently so it can be best dealt with accordingly.

**Health and Safety Statement**

KHDA staff are responsible for the safety and security of pupils within the dance environment, to be aware of risks, knowing the appropriate action to take and identifying any potential safety hazards.

Venues used by KH Dance Academy are responsible for the maintenance of the building, safety appliances, electrical safety, toilet and kitchen areas, heating systems and general cleaning of the facilities. Anyone who has a concern about a venue or aware of a risk is to report it to The Principal who will then inform the relevant authority at the venue.

Fire procedures are prominently displayed within the venues and all staff and volunteers are aware of what action to take in case of a fire.

Parents and Older students are asked to disclose any medical information, allergies or injuries and learning difficulties that students have on the online registration form or PAR-Q form and to provide with any amendments to this information if necessary.

Accidents are to be reported to the principal and recorded in an accident book. In case of an accident, causing injury first aid boxes with basic supplies are available. For more serious injuries and dependent on the injury either the emergency services will be called or the individual will be escorted to hospital.

**First Aiders**

Kathryn Cameron-Webb (HCTS Paediatric First Aid & Emergency First Aid at Work Feb 2022 valid for 3 years)

**Privacy Notice**

At KHDA information about students, adults and parents/carers is gathered when registering an intertest in classes, for class registers, exams and permission letters that gets sent home or via email. Personal details along with communication preference and examination achievement is held and is collected and used by KHDA to keep in regular contact, ensure students are attending the correct classes, to inform of any additional classes needed for exams or workshop dates and accuracy of invoicing.

Information is stored in a secure data base which is password protected and only accessible to the principal of KHDA Kathryn Cameron-Webb. For accounting and legal purposes information is stored for 5 years.

Sharing of information is only used to inform examining bodies on name and any health issues when filling out a reasonable adjustment form and with the police if required to do so.

To request access to your personal data that we hold please contact Kathryn on [khdaprincipal@gmail.com](mailto:khdaprincipal@gmail.com) or 07891675753