



Established 2012

Principal: Amy J Leech – Fellowship Member of Midland Academy of Stage Dancing

Child Protection Policy

At AJS Dance the welfare and safety of our pupils is of utmost importance. We believe that no child or young person should be the subject of neglectful or abusive behaviour.

We will promote and maintain the welfare of every child in our care and seek to protect them from harm regardless of race, age, disability, gender, sexual orientation, religious belief or any other form of identity or creed. We will create a safe and welcoming environment for all.

This policy applies to all our staff, volunteers and parents who come into contact with our pupils and covers children under the age of 18 and vulnerable adults under the age of 24.

To protect children and young people in our care, we will:

- Value and respect children and listen to what they have to say
- Work with children, parents and relevant organisations
- Share our policy with all staff, parents and students
- Ensure all volunteers and teachers over the age of 16 hold a DBS certificate
- Provide appropriate training and support to all staff
- Take responsibility for children and young people's safety when in our care
- Seek permission from parents before taking images (photographs or film) of students and inform them how and where the images will be used
- Report suspected neglect or abuse to the nominated member of staff, relevant organisation, or police
- Ensure that this policy is regularly updated

Additional guidance can be found in the following documents at the end of this policy:

- Reporting Suspected Neglect or Abuse
- Appropriate Physical Contact in Dance
- Use of Chaperones at Dance Shows
- Use of Photographs and Film of Children

This policy was last reviewed on _31_/_07/_2020_

Name: _____ Amy Leech _____

Job Title: _____ Owner and Principal _____

Signature: _____ Amy J Leech _____

Additional Guidance A: Reporting Suspected Neglect or Abuse

Concerns regarding a child's welfare can be reported by:

- Parents
- Teachers
- Friends
- The child or young person

All allegations of neglect or abuse will be taken seriously. If a concern is reported directly by the child or young person we will not seek to disagree, ask probing or leading questions, or do anything else which may discourage them.

We will make clear that reported concerns cannot be kept confidential but will need to be shared with a nominated member of staff or external organisation. Parents or guardians will also be involved if appropriate.

We recognise that early action is vital. Any concerns will be reported immediately.

If the child or young person is in immediate danger of harm, we will contact the police.

In all other cases, we will report concerns to the local Protection Team on 01902 555392 or seek advice from our contact at Wolverhampton Council, Donna Hulme.

Additional Guidance B: Appropriate Physical Contact in Dance

Teaching dance is a physical activity and a teacher will sometimes need to make physical contact with a student to show an idea or to correct the student's position. This can include:

- Lifting
- Adjusting arms, legs, rib cage, hips, feet, hands
- Moving one student in relation to another

Where contact is needed, we will remain sensitive to the student's wishes and put their welfare first. In all cases, we will say why and how we will be correcting the student's position before making any contact.

We encourage students to report any concerns.

Additional Guidance C: Use of Chaperones at Dance Shows

When organising events outside of the normal scope of classes, we will:

- Provide parents and students with the full address of the event
- Ensure adequate number of licenced chaperones and responsible adults (those with DBS certificates) are available to supervise.
- Put in place suitable protocols for signing students in and out of the venue.

Additional Guidance D: Use of Photographs and Film of Children

On registering at AJS Dance, each parent/guardian must sign to give their consent for any pictures/video's to be used in promotional material including social media. Pupils not giving consent will not be featured on our website or social media platforms.

Where we have publically displayed images at our school or on social media, parents and students may withdraw their permission at any time. In such cases, the images will be removed as soon as is reasonable and without question.

At certain times, video will be used as a learning aid and support for the teaching staff. These videos will be kept at all times by the Principal and not shared on any social media.



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Health & Safety Policy

This is a statement of general policy and arrangements for AJS Dance

On joining the school, all pupils must complete a Registration Form with clear information regarding emergency contacts and any relevant medical history. Any special needs or health considerations must be discussed with the teacher before commencing class.

A copy of emergency contact details and medical needs will be available for use by the Principal in each lesson. It is the parent's responsibility to notify the school of any changes to their emergency contact details

We will actively maintain and promote good health and safety procedures and will:

- Maintain safe and healthy work conditions
- Undertake regular assessment of risks regarding premises hired and any concerns will be raised with the providers
- Be open to comments and suggestions from our employees, students and their parents on matters relating to health and safety
- Ensure all employees are capable of doing their tasks, hold any required qualifications, and that they receive adequate training
- Record any harm or injuries that occur in an Accident Book and make changes where required to avoid similar incidents in the future
- Regularly review and update this policy

In return we ask that students:

- Arrive to class in appropriate clothing with sensible footwear
- Not to wear any jewellery that may pose a risk to themselves or others.
- Do not have chewing gum at any time in class.
- Keep area's tidy by putting rubbish into bins and reporting any spillages.

A First Aid box is located in the yellow box

An Accident Book is located in the yellow box

In the case of an emergency or serious injury, a member of staff will contact the emergency services on 999. If required the school will contact the emergency services first, then the parent / guardian of the student(s) involved.

Parents understand that dance is as active as engagement as any sport, and whilst every effort is made to avoid them, injuries can happen. The school accepts no responsibility for injuries sustained via any means other than a teacher's negligence

Signing in and out of lessons

Pupils must be signed in at the Reception desk at the start of each class – even if you have paid in advance. This will serve as our attendance list should there be an emergency.

At the end of lessons, pupils must be collected from the hall by a parent/guardian. They will not be allowed to leave the premises unaccompanied. If children are to go home with another parent or responsible adult the Principal must be notified in advance of the lesson.

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Additional Health & Safety Policies in response to COVID-19

A number of changes to our usual practices have been put in place to help reduce the spread of COVID-19 in response to government guidelines issued.

These include:

- Reduced class sizes – splitting larger classes to reduce numbers
- One point of entry (main church hall doors) and exit (fire door at side of car park)
- Increased ventilation in the hall by opening courtyard double doors
- Encourage payment online or by bringing correct change in an envelope
- No parents are to be admitted to the hall
- Increased emphasis on hand washing and drying via disposable towels
- One pupil in the toilet at a time – with surfaces being wiped after each use
- Hand sanitiser station at point of entry into the hall
- Spot markers to maintain social distancing while dancing
- Chairs set out for pupils at edge of the room (one chair per person) for personal belongings – again at a safe distance. These will be wiped down after each class
- Wiping all surfaces, handles and chairs after each class
- Changes to class activities to remove hand holding and anything requiring contact with others
- Removal of the tuck shop for the time being

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