



## **HEALTH AND SAFETY POLICY**

Apollo Dance takes seriously their responsibility to ensure the safety of their pupils. All pupils must complete an Enrolment Form when joining the school with clear information regarding emergency contacts and any relevant medical history.

A copy of emergency contact numbers will be kept on class registers.

1. It is the parent's responsibility to notify the school of any changes to their emergency contact details
2. In case of a Fire emergency all teachers have a clear understanding of responsibilities. They must be understood by all following the procedures of the relevant centre.
3. The School will undertake regular assessment of risks regarding premises hired and any concerns will be raised with the providers
4. We are committed to ensuring all employees/volunteers are competent to do their tasks and to give them adequate training
5. It is the schools responsibility to keep a fully equipped First Aid Box at all hired premises. In case of an incident – an Accident / Incident report must be filled in
6. If required the school will contact the emergency services first, then the parent / guardian of the student(s) involved by the telephone number on the class registers
7. 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
8. Pupils will be supervised during class time only and parents / carers must ensure the safety of their children in the waiting, changing and toilet areas
9. Students/parents or guardians should inform the teacher of any special health considerations or existing injuries before participating in class
10. Parents must be responsible for ensuring your child's punctuality. Teachers are not available to supervise late pickups. Students may be refused entry if they are continuously late for class as they are missing out on warming up safely for class
11. Dress code must be observed at all times, especially footwear for safe dance practice. Only indoor dance shoes to be worn in the studio to protect the floor and for health and safety
12. Pupils should not wear any jewellery that may pose a risk to themselves or others (stud earrings, and jewellery worn for religious or cultural reasons are acceptable)
13. No food (or chewing gum) is allowed in the studio. Water is permitted in cap bottles
14. Please ensure that the elastics on your child's ballet shoes are secure and neither too loose nor too tight

### **Public Liability Insurance**

Each Apollo Dance franchise has their own public liability insurance and their certificate is displayed in the information folder, which is available during class time. Any locum teacher who teaches classes will be either covered via this insurance, or will have their own personal insurance.

### **Smoking Policy**

Apollo Dance has a non-smoking policy, and smoking is not permitted anywhere within the centres where lessons take place. This is due to the health hazards of smoking and passive smoking, and also because the centres regularly holds activities which involve young children.

**Drugs & Alcohol Policy**

Apollo Dance has a strict no drugs & alcohol policy. Any pupil, teacher or volunteer found using drugs or alcohol whilst attending classes or working at the school, will be presented with a verbal warning. Parents will be advised if the pupil is under the age of 18 years.