



# HEALTH AND SAFETY POLICY

**The aim of this policy is to:**

- **Ensure the safety of pupils, staff and parents/guardians whilst attending classes and representing Azure Theatre School.**

**Through the enforcement of this Health and Safety Policy we will ensure:**

- **The safety of pupils, staff and parents/guardians**
- **The best performance from each pupil**
- **We are not placing unreasonable demands upon the body of a pupil**
- **That both staff and pupils are following the precautions necessary to prevent physical injury during a class or performance.**

For Health and Safety, a registration form should be completed for all pupils with details of full name, date of birth, address, contact telephone numbers and any known medical conditions.

For those pupils under 18 years old, written permission must be given by parents for Azure Theatre School to take photos of their child (still and video). Written permission must be given by the pupil if the pupil is over 18 years old.

For the safety of pupils, we ask that pupils arrive no more than 5 minutes before the start of their class and wait in an appropriate place. For all pupils under 10 years old a parent/guardian should be available to collect them punctually at the end of the class. A member of staff will remain on the premises until all of the pupils have left or where appropriate left with a member of staff at the school office. The same expectations apply to external events for which pupils will be asked to arrive at a set time and all pupils under 10 years old being collected by a parent/guardian.

For the safety of pupils, a register is taken at the start of each class to show who is present. The register will be used in the case of a fire or for any other reason why we may have to evacuate the building.

For the Health and Safety of pupils and staff, we follow the Fire procedure of each of the venues we use.

For Health and Safety, parents/guardians are not permitted to remain in the teaching room during lessons. Where necessary the parents of pupils aged less than 5 years old will be allowed to remain in the room, with the exception of open classes and performances, but are encouraged to remain in the background. At our teaching venues there may be rooms available for parents to wait in. However this is not a guaranteed provision and parents/guardians should make arrangements with the assumption that no 'waiting room' is available.

For the safety of pupils, a uniform is worn including footwear appropriate to the dance style. Pupils will not be allowed to dance in socks or tights, while waiting for ordered uniform other suitable clothing must be worn. No jewellery should be worn with the exception of stud earrings. Long hair must be tied back.



For the safety of pupils all qualified teachers, when taking up an appointment at the dance school, will be DBS checked and will have appropriate insurance. Azure Theatre School has public liability insurance and the certificate is available on request.

For Health and Safety, all trained teachers will hold a recognised First Aid qualification and a first aid box will be available. All incident/accidents will be recorded on an Accident Report form as soon as possible after the event.

For the safety of pupils, teaching will only be carried out by suitably trained teachers who are DBS checked. Older pupils may supervise practice when under the instruction of a qualified teacher. All instruction will be geared to the previous experience and abilities of the pupils and no person will be required to perform movements beyond their intrinsic capabilities. For the safety of each pupil a warm up will be performed at the start of each class and a cool down at the end supervised by a suitably trained teacher.

For Health and Safety pupils will not be allowed hot drinks in the teaching room. It is advised that pupils bring bottled, not canned drinks. A snack/lunch can be brought to sessions if applicable, Azure staff will ensure areas are cleared before sessions commence. Pupils will not be allowed into any kitchen areas.

For Health and Safety all electrical equipment will be maintained by the teaching staff. Leads will be kept out of the way so that pupils may walk to avoid tripping.

For Health and Safety clothing, bags and shoes must be clear of the dance area where they can not cause a hazard.

For the safety of pupils and staff, normally no member of staff will be alone with a young pupil for any substantial period of time without the consent of a parent or other authorised person.

For the safety of pupils and staff, teachers will avoid any unnecessary physical contact with pupils. However, parents should understand that some aspects of teaching involve some contact. Where it is necessary teachers will use the utmost discretion. Parents will sign to give consent for physical correction on their enrolment form.

For Health and Safety in the event of activities outside the normal dance school premises, and the absence of a parent or guardian, the teachers will regard themselves as being in "loco parentis" and, so far as applicable and within their control, apply the preceding and subsequent guidelines as if the event was in their own studio.