

TRACY QUAIFE THEATRE DANCE SCHOOL

HEALTH AND SAFETY - CHILD PROTECTION POLICY

1. It is the policy of the school to maintain and establish a safe and healthy environment and provide efficient, up to date, enjoyable and safe instruction in dance to all pupils who enrol in the school or join in the classes or activities.
2. To maintain and have checked on a yearly basis all electrical equipment, fire extinguishers and smoke detectors.
3. To maintain safe access to and from the premises.
4. The premises will be cleaned regularly to prevent any hazard to health from accumulated dirt or rubbish.
5. All dance school equipment is safe for staff and pupils to use.
6. No smoking on the premises.
7. A day book (record book) will be kept of any incident in the school, injuries of any nature to staff or pupils. All staff must familiarise themselves with the first aid box and fire exits
8. Only suitably qualified and police checked persons will be employed in a teaching capacity, while any student engaged to assist with teaching will only work under the supervision of a qualified member of staff.
9. No very young pupil will be allowed to leave the school premises until collected by a parent, guardian or other adult authorised to do so by a parent or guardian, or a letter of consent. A member of staff will stay on the premises until all pupils have left.
10. Changing facilities will be provided. Where possible parents should supervise their own children in the changing area, no men allowed in the changing rooms at all.
11. To ensure that all pupils and staff wear appropriate shoes and uniform.
12. All instruction will be geared to the abilities of the pupil and no person will be required to perform movements beyond their capabilities. Staff will be sensitive to all pupils' religious beliefs and culture. Teachers will avoid any unnecessary physical contact with pupils, however parents should understand that some aspects of teaching involve some contact.
13. The school principal will ensure that she and members of staff are properly covered against incidents involving public and civil liability and have all the necessary insurances.
14. At all times, all staff will endeavour to keep the highest standards of tuition and behaviour. The school principal retain the right to discharge from the dancing school any pupil who persistently disrupts the tuition, uses offensive language or any other anti social behaviour.