

School Policy – Must read before joining. Chloe Elizabeth School of Dance



Full content of all policies at C E Dance is available on request from the school principal (Mrs Chloe Webster). C E Dance informs parents and carers about the safeguarding policy when their children join the dance school. This policy applies to all pupils, staff, parents and volunteers. All staff adhere to the school's professional code of conduct. The purpose of this policy is to ensure every child who is at the school is safe and protected from harm.

1. We will ensure all children and adults are treated with respect, dignity and courtesy and ensure a safe and comfortable environment is available for all classes.
2. Parents must provide accurate and up to date information regarding: contact details, emergency contact details and to communicate with us of other authorised adults to collect the child. C E Dance will retain this information until they leave the school.
3. Parents are asked to complete a consent form for the use of photographs and videos taken by the Dance School. We will not use photographs without consent. Parents are not allowed to take photographs during classes or projects without permission and are not permitted to use on social media without the consent of the parent/guardian of children involved.
4. We respect parents' rights to privacy and confidentiality and will not share sensitive information unless it is necessary to do so in order to safeguard a child from harm.
5. Any information recorded will be kept confidential and secured. These files will be the responsibility of the principal with the understanding that it remains strictly confidential.
6. Parents are asked to stay with junior age children until the class has started and return 5 minutes before the end of the class to ensure safe collection. Pre-school and infant age children – parents are required to stay in the building for duration of the class but if you need to leave you must inform the teacher. If another person is collecting your child from class, you must inform the teacher. If any parent is late to collect a child, we will ensure the child is kept safe with the teacher. Pupils must inform the dance teacher at the beginning of lesson if pupils are being allowed to walk home unsupervised.
7. The school holds a current insurance policy.
8. Physical contact may be required for correctional purposes and with small children contact will be needed during class i.e. holding hands. No private contact will be made.
9. Chloe Webster is first aid trained any accidents will be reported and logged. Parents are required to inform teachers of any medical condition or injury that may cause concern during a class.
10. CE Dance projects fulfil its obligations for child protection as fully as practicable, for example DBS checks for staff will be used wherever appropriate.