



Health and Safety Procedures

Surrey Community Dance takes seriously their responsibility to ensure the Health and Safety of their pupils.

- All parents must complete a Registration Form when joining the school with clear information regarding emergency contacts and any relevant medical history.
 - A copy of primary and emergency contact numbers will be kept on class registers.
- It is the parent's responsibility to notify the school of any changes to their emergency contact details
 - In case of a fire emergency all teachers have a clear understanding of procedures to follow.
- The school will undertake regular assessment of risks regarding our premises and any concerns will be raised with the owners.
- It is the school's responsibility to keep a First Aid Box within the building. In the case of an incident an Accident report must be completed, and a copy given to parent/guardian on collection.
- 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.
- Parents understand that dance is an active sport and injuries can happen. The school accepts no responsibility for injuries sustained via any means other than a teacher's negligence.
- Pupils will be supervised during class time only and parents / carers must ensure the safety of their children in the car park, waiting, changing and toilet areas.
- We hold no responsibility for children and young adults using the grounds around the building. 11. Children must be supervised in the kitchen areas at rehearsal venues.
- Students/parents or guardians should inform the teacher of any special health considerations or existing injuries before participating in class
 - Parents must be responsible for ensuring your child's punctuality.
- 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). Long hair must be worn off the face and tied back, ideally in a bun for Ballet
 - No food (or chewing gum) is allowed in the studio. Water is permitted in cap bottles.
- No child will be allowed to leave the studio with anyone other than a parent unless confirmed with teacher prior to class either verbally or via email. We are committed to reviewing our policies and procedures annually. This policy was created in May 2021 Surrey community Dance takes seriously their responsibility to ensure the safety of their pupils.
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