

# HEALTH AND SAFETY POLICY

The Carrington Ballet Academy takes seriously their responsibility to ensure the safety of their students. All students must complete the Medical Questions on the website / Booking system when joining the Academy with clear information regarding emergency contacts and any relevant medical history. A copy of emergency contact numbers will be kept on file.

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 Carrington Ballet Academy 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 Carrington Ballet Academy's 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 organisation will contact the emergency services first, then the parent / guardian of the student(s) involved by the telephone number on file.
7. Parents understand that dance is as active an engagement as any sport, and whilst every effort is made to avoid them, injuries can happen.
8. The Carrington Ballet Academy accepts no responsibility for injuries.
9. Students will be supervised during class time only and parents / guardian's must ensure the safety of their children in the waiting, changing and toilet areas
10. Students/parents or guardians should inform the teacher of any special health considerations or existing injuries before participating in class by completing all Medical Questions when booking on the website / booking system
11. Parents / Guardians 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
12. Uniforms 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.
13. Students 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)
14. No food (or chewing gum) is allowed in the studio.
15. Please ensure that the elastics on your child's ballet shoes are secure and neither too loose nor too tight.

## Public Liability Insurance

The Carrington Ballet Academy has public liability insurance. Any locum teacher who teaches classes will be either covered via this insurance, or will have their own personal insurance.

## Smoking Policy

The Carrington Ballet Academy has a non-smoking policy, and smoking is not permitted anywhere within the Venues where classes take place. This is due to the health hazards of smoking and passive smoking, and also because the venues regularly hold activities which involve young children.

## Drugs & Alcohol Policy

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

This policy is reviewed regularly.

Last reviewed on the 27th July 2022