



## Health & Safety Policy

Leanne MacVeigh Dance Academy takes seriously their responsibility to ensure the safety of their pupils. We therefore need to know the hazards associated with our work and be aware of the safety measures necessary to reduce the risk of accident or Injury to the lowest level achievable.

The Aim of the Policy is to:

- Ensure the safety of Team Members, Students and all parents/guardians attending classes or representing Leanne MacVeigh Dance Academy at various events

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

- The safety and wellbeing of then students, parent/guardian and Staff
- That all Team Members, students and parent/guardians are following the precautions necessary to prevent physical injury during class or performance
- Risk Assessments are carried out regularly.

### **Policies**

Teachers

1. All Teachers will be qualified to teach the relevant genres on offer
2. All teachers will be first Aid Qualified
3. All Teachers will be Disclosure Checked
4. All Teachers will hold a safeguarding certificate
5. All teachers will be covered by the Public Liability Insurance

Contact

1. All parents/guardian's will be required to register with our online database when joining Leanne MacVeigh Dance Academy with clear information regarding emergency contacts and any relevant medical history and consents.
2. A copy of the emergency contacts will be kept with the class registers and will only be accessible by the class teacher
3. It is the parent/guardian's responsibility to notify the school of any changes to their emergency contact details or medical history.

## Fire

1. In case of a fire emergency all teachers have a clear understanding of the evacuation procedure.
2. Leanne MacVeigh Dance Academy will undertake regular Risk Assessments and will resolve any issues they may highlight.
3. Leanne MacVeigh Dance Academy will adhere to the Fire Policies of the buildings rented for classes and will be aware of the evacuation routes and assembly points.

## First Aid

1. It is the schools responsibility to keep a fully stocked First Aid box within the building.
2. Accidents/Incidents requiring First Aid will be logged in the accident/incident report book and a copy will be giving to parent/guardian.
3. All teachers will be First Aid trained.
4. If required the school will contact the emergency services first and then contact will be made with the primary emergency contact.

## Illness

1. If a student becomes ill during class, the parent/guardian will be contacted and asked to collect the student immediately to avoid the spread of infection.
2. All students are asked not to attend class if they have any contagious illnesses such as sickness and diarrhoea, tonsillitis etc. the student must be clear of all symptoms for 48 hours prior to returning to class.

## Injury Prevention

1. Dance is an active sport and all students and parents/guardians must understand that injuries can happen even when care is taken and safe dance practice is taken into consideration.
2. All dance floors are suitable and clear from obstruction.
3. Work giving to the students during class is carefully planned and appropriate to the level of ability.
4. Appropriate warm ups and cool downs are always completed.
5. Care and attention is giving to ensure the health and safety of all students during class reducing the risk of injury.

## Medical conditions and Medication

1. Any medical history including injury must be declared on the registration form.
2. Medical information will be kept strictly confidential.
3. Students who require medication in the event of an emergency MUST carry this with them at all times. The principle must receive full information regarding these medical issues and be aware of any medicines required.

## Other

1. Pupils will be supervised during class time only and parents / carers must ensure the safety of their children in the waiting, changing and toilet areas.
2. Students will only be permitted to leave with parent/guardian unless notification has been given to the teacher prior to class.
3. Dress code 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.
4. 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).
5. No food (or chewing gum) is allowed in the studio. Water is permitted in cap bottles. Energy Drinks are strictly prohibited
6. Please ensure that the elastics on your child's ballet shoes are securely sewn and neither too loose nor too tight.