

# Policies, Terms and Conditions

DANCE ELITE LC  
COURTNAY

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## Payment and Class Terms

### Payments:

- Class fees must be paid in full at the beginning of each month before the first class starts.
- Online payments, cash or bank transfers may make payment.
- Your space within the class is only confirmed once payment has been received.

### Attendance:

- Regular attendance is important for progress and development. Please inform Dance Elite LC if your child will be absent from class.

### Trial Classes:

- Students may attend up to three trial classes before deciding whether to continue with regular classes.
- The fee for each trial class can be paid on a pay-as-you-go basis.
- If the student decides to continue with regular classes after the trial period, monthly payments will be required in advance of each month's classes.
- Monthly payments can be made by online payments.
- If payment is not received within 7 days of the due date, the student may be excluded from attending class until payment is received. Contact the teacher if you have any concerns.

### Refund Policy

Dance Elite LC is committed to providing high-quality dance education to all students. We understand that circumstances may arise that prevent a student from attending classes, and we have developed this refund policy to ensure that refunds are provided fairly and efficiently.

### Refunds

Refunds will be provided in the following circumstances:

- **Class cancellation:** If a class is cancelled by Dance Elite LC, a full refund will be provided to all affected students or will be taken off the next monthly payment.
- **Student cancellation:** If a student withdraws from a class before the class has started (this occurs prior to the first day of the month), a full refund will be provided.
- **Refunds for missed classes due to illness or injury** are not available unless the illness or injury is severe and documented by a doctor's note. A clear statement regarding the student's inability to attend classes due to a specific medical condition.
- **Holiday Absences:** If a parent or guardian takes their child on holiday, the classes missed during this period must still be paid for. Unfortunately, we cannot offer refunds or credits for missed classes due to holidays or other personal reasons. This policy helps us maintain consistent class sizes and ensures that all students receive the same quality of education.

### Refund Process

To request a refund, the student or parent/carer should contact the Dance Elite LC administration team in writing. The request should include the reason for the refund and any relevant documentation, such as a medical certificate in the case of illness or injury.

Refunds will be processed as follows:

- If the refund is approved, the student or parent/carer will be notified in writing.

- Refunds will be made by the same method as the original payment unless otherwise agreed.
- Refunds will be processed within 14 days of approval.

#### Review and Update

This Refund Policy will be reviewed and updated regularly to ensure that it remains up-to-date and relevant to our refund procedures.

#### Class Cancellations:

Dance Elite LC reserves the right to cancel classes due to low enrolment, unforeseen circumstances or any other reason. In the event of a class cancellation, a make-up class will be scheduled or a refund will be issued for the cancelled class.

#### Class Observation:

Parents are not allowed to watch classes to minimise distractions and disruptions. However, we will schedule observation days throughout the year for parents to watch their child's progress. If the student is new to the class, one adult is allowed to watch the class once the student feels more comfortable.

#### Physical Contact:

- Teaching dance is a physical activity, and it is sometimes necessary for a teacher to make physical contact with a student to demonstrate an idea or correct the student's position.
- Physical contact may involve adjusting the student's arms, legs, rib cage, hips, feet or hands, as well as moving one student in relation to another.
- Whenever physical contact is necessary, we will prioritise the student's welfare and remain sensitive to their wishes.
- Before making any contact, we will explain why and how we will be correcting the student's position.
- We encourage students to report any concerns they may have about physical contact during classes.

## Safeguarding Policy

Dance Elite LC is committed to providing a safe and secure environment for all participants, staff, and visitors. This policy aims to outline our approach to safeguarding and protecting the well-being of everyone involved in our activities.

### Dance Safety:

- Dance Elite LC will provide adequate training and instruction on dance techniques and safety, including proper warm-up and cool-down procedures.
- Dance equipment must be regularly inspected and maintained to ensure that it is in good working condition and free of any defects.
- Appropriate supervision must be in place at all times during dance activities, and emergency procedures must be in place to respond to any accidents or incidents.

### Clothing:

- Proper dance attire is required for all classes to ensure the safety and comfort of the students and to facilitate movement.
- Students should wear appropriate dance shoes and clothing that allows for freedom of movement and allows the teacher to see their body placement and alignment.
- Hair should be tied back securely, away from the face.
- If you are unsure of what to wear, please speak to the teacher.

Dance Elite LC is committed to promoting the well-being and safety of all participants, staff, and visitors. This policy serves as a guide to our approach to safeguarding and protecting everyone involved in our activities. If you have any questions or concerns, please do not hesitate to contact us.

### Policy statement

Our dance school is committed to safeguarding and protecting the welfare of children and young people who attend our classes. We believe that everyone who comes into contact with children and young people has a responsibility to keep them safe from harm. We aim to create a safe and nurturing environment where children and young people can enjoy dancing and grow in confidence, whilst being protected from harm.

### Code of conduct

All staff, volunteers and students who attend our dance school are expected to abide by our code of conduct, which outlines appropriate behaviour, communication and safeguarding responsibilities.

The code of conduct includes:

- Treating all children and young people with respect and dignity.
- Avoid any physical contact that may be deemed inappropriate.
- Communicating with children and young people in a way that is respectful and appropriate to their age and level of understanding.
- Ensuring that any personal information about a child or young person is kept confidential.
- Reporting any concerns or suspicions about the welfare of a child or young person to the designated safeguarding officer.

### Safer recruitment

We take the safety of children and young people seriously and ensure that all staff and volunteers who work with children and young people undergo rigorous safer recruitment procedures. This includes:

- Obtaining enhanced criminal record checks (DBS) for all staff and volunteers who work with children and young people.
- Verifying references and qualifications for all staff and volunteers.
- Ensuring that all staff and volunteers receive safeguarding training before they start working with children and young people.
- All staff and volunteers are First Aid trained.

#### Reporting concerns

We have a clear and accessible process for reporting safeguarding concerns, including concerns about the behaviour of staff, volunteers or other students. This includes:

- All staff, volunteers and students attending our dance school are aware of our safeguarding policy and know how to report any concerns.
- The designated safeguarding officer is responsible for receiving and recording all safeguarding concerns.
- If a concern is raised, it will be taken seriously and dealt with appropriately, in line with our safeguarding policy and procedures.

#### Recording and monitoring

We have procedures for recording and monitoring safeguarding concerns, including:

- The designated safeguarding officer is responsible for recording and monitoring all safeguarding concerns.
- All records will be kept confidential and stored securely.
- The designated safeguarding officer will liaise with external agencies where appropriate.

#### Risk assessments

We have a process for identifying and managing risks to the safety and well-being of children and young people, including risk assessments for activities or events that take place offsite or involve external partners. This includes:

- Ensuring that all offsite activities or events have been risk assessed and that appropriate safeguards are in place.
- Ensuring that all external partners who work with children and young people have appropriate safeguarding policies and procedures in place.

#### Policies and procedures

We have policies and procedures in place that relate to specific safeguarding issues, such as child protection, online safety and anti-bullying. This includes:

- Ensuring that staff, volunteers and students are aware of our child protection policy and procedures.
- Providing guidance on the safe use of the internet and social media.
- Ensuring that all staff, volunteers and students are aware of our anti-bullying policy and know how to report any bullying incidents.

#### Review and monitoring

We regularly review and monitor our safeguarding policy and procedures to ensure that they remain effective and relevant. This includes:

- Seeking feedback from staff, volunteers, students and parents on our safeguarding policy and procedures.
- Reviewing and updating our safeguarding policy and procedures in response to changes in legislation or best practice.
- Providing regular training and support for all staff and volunteers on safeguarding issues.

#### Designated safeguarding officer

We have a designated safeguarding officer who is responsible for ensuring that all safeguarding concerns are dealt with appropriately. This includes:

- Ensuring that all staff and volunteers receive appropriate training on safeguarding issues.
- Acting as a point of contact for anyone who has safeguarding concerns.
- Ensuring that all safeguarding concerns are recorded and dealt with in line with our safeguarding policy and procedures.
- Ensuring that appropriate action is taken to safeguard the welfare of any child or young person who may be at risk of harm or abuse.

#### Training

All staff, volunteers and students who attend our dance school receive appropriate training on safeguarding issues. This includes:

- Ensuring that all staff and volunteers undergo safeguarding training before they start working with children and young people.
- Providing regular safeguarding training for all staff and volunteers.
- Providing guidance and support for students on how to stay safe and report any concerns they may have.

#### Communication

We communicate our safeguarding policy and procedures to all staff, volunteers, students and parents. This includes:

- Providing a copy of our safeguarding policy to all staff, volunteers, students and parents.
- Displaying our safeguarding policy in a prominent place within our dance school.
- Ensuring that all staff, volunteers and students are aware of our safeguarding policy and procedures and know how to report any concerns.

In summary, our dance school is committed to safeguarding and protecting the welfare of children and young people who attend our classes. We have policies and procedures in place to ensure that all staff, volunteers and students are aware of their safeguarding responsibilities and know how to report any concerns. We regularly review and monitor our safeguarding policy and procedures to ensure that they remain effective and relevant.

## Health and Safety Policy

Dance Elite LC is committed to providing a safe and healthy environment for all participants, staff, and visitors involved in its dance programs and events. The following Health and Safety Policy outlines our obligations and responsibilities for managing health and safety risks.

### Health and Safety Obligations:

To ensure the health and safety of all participants, staff, and visitors, Dance Elite LC will comply with all relevant health and safety laws and regulations.

- Dance Elite LC will appoint a Health and Safety Officer who will be responsible for implementing and maintaining this policy.
- Dance Elite LC will conduct regular risk assessments to identify and manage potential health and safety hazards in its dance programs and events.
- Dance Elite LC will provide appropriate training to its staff on health and safety matters, and ensure that they are familiar with this policy and the procedures it outlines.
- Dance Elite LC will provide appropriate first-aid facilities and equipment, and ensure that all staff are trained in first-aid procedures.
- Dance Elite LC will regularly review and update this policy to ensure that it remains effective and relevant.

### Risk Management:

- Dance Elite LC will conduct regular risk assessments to identify and manage potential health and safety hazards in its dance programs and events.
- Dance Elite LC will take appropriate measures to control or eliminate identified hazards, including the provision of personal protective equipment where necessary.
- Dance Elite LC will ensure that its dance programs and events are adequately supervised and that appropriate control measures are in place to manage risks.
- Dance Elite LC will ensure that appropriate fire safety arrangements are in place, including fire alarms and fire exits.
- Dance Elite LC will ensure that emergency procedures are in place and that all staff and participants are familiar with these procedures.

### Responsibilities:

- The Health and Safety Officer is responsible for implementing and maintaining this policy.
- All staff are responsible for following the procedures outlined in this policy and for reporting any health and safety concerns to the Health and Safety Officer.
- All participants are responsible for following the procedures outlined in this policy and for reporting any health and safety concerns to the staff.
- All visitors are responsible for following the procedures outlined in this policy and for reporting any health and safety concerns to the staff.

Dance Elite LC is committed to providing a safe and healthy environment for all participants, staff, and visitors involved in its dance programs and events. By following this Health and Safety Policy and the procedures it outlines, Dance Elite LC will help to ensure that all activities are conducted in a safe and responsible manner.



## General Data Protection Regulation (GDPR)

Dance Elite LC is committed to protecting the personal data of its participants, staff, and visitors. The following General Data Protection Regulation (GDPR) Policy outlines our obligations and responsibilities for complying with the GDPR and for ensuring that personal data is processed in accordance with data protection law.

### Data Protection Principles:

- Dance Elite LC will process personal data in accordance with the data protection principles of the GDPR, which include lawfulness, fairness, transparency, purpose limitation, data minimisation, accuracy, storage limitation, integrity and confidentiality, and accountability.
- Dance Elite LC will only process personal data for a specific and lawful purpose, and will not process personal data in a way that is incompatible with that purpose.
- Dance Elite LC will only process the minimum amount of personal data necessary for the specific purpose for which it was collected, and will not retain personal data for longer than necessary.
- Dance Elite LC will ensure that personal data is accurate and up-to-date, and will take reasonable steps to correct or erase inaccurate personal data.
- Dance Elite LC will implement appropriate technical and organisational measures to protect personal data from unauthorised access, disclosure, alteration, or destruction.

### Lawful Basis for Processing Personal Data:

- Dance Elite LC will process personal data only where it has a lawful basis for doing so, such as consent, contract, legal obligation, public task, or legitimate interests.
- Dance Elite LC will inform participants, staff, and visitors of the lawful basis for processing their personal data and of their rights under the GDPR.

### Data Subject Rights:

- Dance Elite LC will respect the rights of data subjects under the GDPR, which include the right to access, rectify, erase, restrict, object, and transfer personal data.
- Dance Elite LC will respond to requests for the exercise of data subject rights without undue delay and in accordance with the GDPR.

### Data Breaches:

- Dance Elite LC will report personal data breaches to the relevant authorities and to affected data subjects where required by the GDPR.
- Dance Elite LC will have in place appropriate measures to detect, investigate, and mitigate personal data breaches.

### Data Protection Officer:

- Dance Elite LC will appoint a Data Protection Officer (DPO) to be responsible for data protection compliance and for ensuring that this GDPR Policy is implemented and maintained.
- The DPO will be responsible for advising Dance Elite LC on data protection law and for responding to data subject rights requests.

### Responsibilities:

- The DPO is responsible for ensuring that this GDPR Policy is implemented and maintained.

- All staff are responsible for following the procedures outlined in this policy and for complying with data protection law.
- All participants are responsible for providing accurate and up-to-date personal data, and for informing Dance Elite LC of any changes to their personal data.
- All visitors are responsible for providing accurate and up-to-date personal data, and for informing Dance Elite LC of any changes to their personal data.

Dance Elite LC is committed to complying with the GDPR and to protecting the personal data of its participants, staff, and visitors. By following this GDPR Policy and the procedures it outlines, Dance Elite LC will ensure that personal data is processed in accordance with data protection law and that the rights of data subjects are respected.

## GDPR and Data Protection Policy

At Dance Elite LC, we are committed to protecting the personal data of our students, their parents/carers, and our staff members. This policy sets out how we collect, process, and store personal data, and how we ensure that we comply with UK data protection laws.

### Scope

This policy applies to all personal data collected, processed, and stored by Dance Elite LC.

### Principles of Data Protection

Our data protection practices will be:

**Lawful:** We will ensure that our data processing activities are based on a lawful basis as set out in the GDPR.

**Transparent:** We will provide clear and concise information to individuals about how we process their personal data.

**Secure:** We will take appropriate technical and organisational measures to protect personal data against unauthorised or unlawful processing, accidental loss, destruction, or damage.

**Accurate:** We will keep personal data accurate and up-to-date.

**Retention:** We will only keep personal data for as long as necessary for the purposes for which it was collected.

**Accountability:** We will be accountable for our data protection practices and comply with all relevant UK data protection laws.

### Collection and Use of Personal Data

We collect and use personal data for the following purposes:

- To provide dance lessons to our students.
- Communicate with students, parents/carers, and staff members.
- To ensure the health and safety of our students.
- To comply with legal and regulatory requirements.

We will collect and process personal data fairly and lawfully, and will only use it for the purposes for which it was collected. We will provide clear and concise information to individuals about how we process their personal data, including what data we collect, how we use it, and whom we share it with.

### Data Security

We will take appropriate technical and organisational measures to protect personal data against unauthorised or unlawful processing, accidental loss, destruction, or damage. This includes measures such as:

- Password-protecting all devices and accounts that contain personal data.
- Regularly updating software and security patches.
- Using encryption where appropriate.
- Providing staff members with data protection training.
- Data Accuracy

We will keep personal data accurate and up-to-date. We will take reasonable steps to ensure that personal data is accurate at the point of collection, and will update it as necessary.

#### Data Retention

We will only keep personal data for as long as necessary for the purposes for which it was collected. We will have a data retention policy in place, which sets out how long different types of personal data will be kept and the reasons for retention.

#### Data Subject Rights

We will ensure that individuals have the following rights in relation to their personal data:

- The right to be informed about how we collect and process their personal data.
- The right to access their personal data.
- The right to rectify their personal data if it is inaccurate or incomplete.
- The right to erasure of their personal data in certain circumstances.
- The right to restrict processing of their personal data in certain circumstances.
- The right to data portability of their personal data in certain circumstances.
- The right to object to the processing of their personal data in certain circumstances.

We will respond to requests from individuals to exercise their data protection rights within one month of receiving the request.

#### Data Breaches

In the event of a personal data breach, we will take the following steps:

- Notify the Information Commissioner's Office (ICO) within 72 hours of becoming aware of the breach, unless the breach is unlikely to result in a risk to the rights and freedoms of individuals.
- Notify the affected individuals where the breach is likely to result in a high risk to their rights and freedoms.
- Conduct an investigation into the cause of the breach and take appropriate remedial action to prevent it from happening again.
- Third-Party Data Processing

Where we engage third-party processors to process personal data on our behalf, we will ensure that they meet the same standards of data protection as we do. We will have appropriate contracts in place with all third-party processors, which will include provisions relating to data protection.

#### Data Protection Officer

We will appoint a Data Protection Officer (DPO) who will be responsible for overseeing our data protection practices and ensuring that we comply with all relevant data protection laws. The DPO will also be the point of contact for individuals who have concerns or queries about how their personal data is being processed.

#### Review and Update

We will regularly review and update this policy to ensure that it remains up-to-date and relevant to our data protection practices.

In conclusion, this GDPR and Data Protection Policy and procedures provide a framework for the dance school to handle personal data in accordance with UK data protection laws. It sets out our commitment to protecting personal data, and the measures we have in place to ensure its security, accuracy, and lawfulness. It also sets out the rights of individuals in relation to their personal data, and the steps we will take in the event of a personal data breach.

## Equality and Diversity Policy

Our dance school is committed to promoting equality and diversity in all aspects of our operations, including our teaching, performances, and events. We believe that all individuals should be treated fairly and with respect, regardless of their background.

Our commitment to equality and diversity includes:

**Providing an inclusive environment:** We strive to create a welcoming and inclusive environment that promotes respect for all individuals, regardless of their age, race, gender, sexuality, disability, religion or belief.

**Promoting equality in teaching:** We aim to provide fair and equal opportunities for all our students, regardless of their background or ability. We will not discriminate against any individual based on their race, gender, sexuality, disability, religion or belief.

**Promoting diversity in performances and events:** We will ensure that our performances and events promote and celebrate diversity and represent the diversity of the community in which we operate.

**Providing training and development opportunities:** We are committed to providing training and development opportunities for our staff and students to ensure that they have the knowledge and skills to promote equality and diversity in all aspects of their work.

### Procedures

**Recruitment:** We will not discriminate against any individual based on their race, gender, sexuality, disability, religion or belief. We will ensure that all recruitment processes are fair and transparent, and we will make reasonable adjustments to accommodate the needs of disabled applicants.

**Admissions:** We will not discriminate against any individual based on their race, gender, sexuality, disability, religion or belief. Our admissions process will be fair, transparent and based on objective criteria.

**Teaching:** We will ensure that all teaching is fair and inclusive, and we will not discriminate against any individual based on their background or ability. We will make reasonable adjustments to accommodate the needs of disabled students.

**Performance and Events:** We will ensure that all performances and events promote and celebrate diversity and represent the diversity of the community in which we operate.

**Complaints Procedure:** We take all complaints of discrimination seriously and will investigate all complaints promptly and impartially. We will take appropriate action to prevent discrimination and ensure that all individuals are treated fairly and with respect.

**Monitoring and Review:** We will regularly monitor and review our policies and procedures to ensure that they are effective in promoting equality and diversity. We will gather feedback from our staff and students, and use this feedback to improve our practices.

**Training and Development:** We will provide training and development opportunities for our staff and students to ensure that they have the knowledge and skills to promote equality and diversity in all aspects of their work. We will also provide information and resources to our staff and students to promote understanding of issues related to equality and diversity.

**Data Protection:** We will ensure that all personal data collected and processed by our dance school is done so in compliance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018. We will protect the confidentiality of personal data and will not share personal data with third parties without the consent of the individual concerned.

Disability Access: We are committed to ensuring that our dance school is accessible to all individuals, including those with disabilities. We will make reasonable adjustments to accommodate the needs of disabled staff and students and will ensure that our facilities and services are accessible.

Our dance school recognises that promoting equality and diversity is not only a legal obligation but also a moral responsibility. We will continue to work towards achieving a fair and inclusive environment for all individuals involved in our dance school and will take appropriate action to address any instances of discrimination or inequality that may arise.

## Child protection policy and procedures

Our dance school is committed to safeguarding and protecting the welfare of children and young people who attend our classes. This includes protecting them from all forms of abuse and ensuring that they have a safe and enjoyable experience while they are with us. This policy sets out our procedures for ensuring the safety and well-being of children and young people who attend our dance school.

### Legal Framework

Our child protection policy and procedures are based on the following legal framework:

- Children Act 1989 and 2004
- Protection of Children Act 1999
- Human Rights Act 1998
- Education Act 2002
- Safeguarding Vulnerable Groups Act 2006

### Policy Statement

Our policy is to safeguard and promote the welfare of children and young people who attend our dance school by:

- Ensuring that all staff and volunteers are aware of their safeguarding responsibilities and know how to report any concerns.
- Providing appropriate training and support for all staff and volunteers on child protection issues.
- Adopting procedures for the safe recruitment and selection of staff and volunteers.
- Ensuring that all children and young people who attend our dance school are treated with respect and dignity and are protected from all forms of abuse.
- Providing a safe and supportive environment for all children and young people who attend our dance school.
- Ensuring that all concerns about the welfare of children and young people who attend our dance school are taken seriously and dealt with appropriately.

### Recruitment and Selection

We have robust recruitment and selection procedures in place to ensure that all staff and volunteers who work with children and young people are suitable for the role. This includes:

- Obtaining references from previous employers or other relevant sources.
- Undertaking an enhanced Disclosure and Barring Service (DBS) check.
- Checking professional qualifications and any necessary registration.
- Conducting interviews with candidates

### Training and Support

We provide appropriate training and support for all staff and volunteers on child protection issues. This includes:

- Providing regular child protection training for all staff and volunteers.
- Ensuring that all staff and volunteers are aware of our child protection policy and procedures and know how to report any concerns.



- Providing guidance and support for students on how to stay safe and report any concerns they may have.

### Safeguarding Procedures

Our safeguarding procedures include:

- Providing a safe and supportive environment for all children and young people who attend our dance school.
- Ensuring that all staff and volunteers are aware of their safeguarding responsibilities and know how to report any concerns.
- Ensuring that all concerns about the welfare of children and young people who attend our dance school are taken seriously and dealt with appropriately.
- Keeping records of all safeguarding concerns and incidents.
- Sharing information with other agencies as necessary and in accordance with relevant legislation and guidance.

### Dealing with Concerns

If a member of staff or volunteer has a concern about the welfare of a child or young person who attends our dance school, they should:

- Report the concern to the designated safeguarding officer immediately.
- Record the concern in writing and sign and date it.
- Not investigate the concern themselves, but instead leave it to the designated safeguarding officer to investigate and take appropriate action.

### Confidentiality

We take confidentiality very seriously and will only share information about a child or young person with other agencies where it is necessary to safeguard their welfare. This includes:

- Sharing information with other agencies where we have concerns about the welfare of a child or young person.
- Sharing information with parents or carers where it is necessary to safeguard the welfare of a child or young person.

### Monitoring and Review

We regularly review and monitor our child protection policy and procedures to ensure that they remain up-to-date and effective. This includes:

- Reviewing the policy and procedures annually to ensure that they are still relevant and reflect current legislation and guidance.
- Providing regular training and support for all staff and volunteers on child protection issues.
- Recording and monitoring all safeguarding concerns and incidents.
- Taking appropriate action where necessary to address any concerns or incidents.
- Ensuring that all staff and volunteers are aware of their safeguarding responsibilities and know how to report any concerns.

Our dance school takes the safeguarding and protection of children and young people very seriously. We are committed to providing a safe and enjoyable environment for all children and young people who attend our classes, and to protecting them from all forms of abuse. Our child protection policy

and procedures are based on UK laws and are designed to ensure that all staff and volunteers are aware of their safeguarding responsibilities and know how to report any concerns. We regularly review and monitor our policies and procedures to ensure that they remain up-to-date and effective.

## Anti-bullying policy and procedures

Our dance school is committed to providing a safe and welcoming environment for all students. We have a zero-tolerance policy towards bullying in any form, and we are committed to promoting positive behaviour and respect for others. This policy sets out our procedures for preventing and addressing bullying behaviour in our school.

### Legal Framework

Our anti-bullying policy and procedures are based on the following legal framework:

- The Equality Act 2010
- Children Act 1989 and 2004
- Education and Inspections Act 2006
- Human Rights Act 1998
- Policy Statement

Our anti-bullying policy is to provide a safe and supportive environment for all students who attend our dance school by:

- Promoting positive behaviour and respect for others.
- Ensuring that all students understand what bullying is and know how to report any incidents they witness or experience.
- Investigating all allegations of bullying and taking appropriate action to prevent further incidents.
- Providing support for students who have been bullied and their families.
- Encouraging all members of our school community to work together to prevent bullying.

### Definition of Bullying

Bullying is defined as repeated behaviour that is intended to hurt or harm someone, either physically or emotionally. Bullying can take many forms, including:

- Physical bullying (e.g., hitting, pushing, tripping).
- Verbal bullying (e.g., name-calling, teasing, spreading rumours).
- Cyberbullying (e.g., using technology to send abusive or hurtful messages).

### Prevention of Bullying

We have adopted a range of strategies to prevent bullying in our dance school. These include:

- Promoting positive behaviour and respect for others through our school values and code of conduct.
- Providing regular anti-bullying training for all staff and students.
- Encouraging students to report any incidents of bullying or other unacceptable behaviour.
- Providing a safe and supportive environment in which students can talk about any concerns they may have.

### Reporting Incidents of Bullying

We take all incidents of bullying seriously and encourage students to report any incidents they witness or experience. Students can report incidents of bullying to any member of staff, who will take the following steps:

- Listen to the student and take their concerns seriously.
- Record the incident in writing and sign and date it.
- Investigate the incident and take appropriate action to prevent further incidents.
- Notify the designated safeguarding officer of the incident.

#### Dealing with Bullying

We take a multi-faceted approach to dealing with incidents of bullying, which may include the following:

- Offering support and counselling to a student who has been bullied and their family.
- Providing education and support to a student who has engaged in bullying behaviour to help them change their behaviour.
- Contact the parents or guardians of the students involved to inform them of the incident and to discuss appropriate action.
- Taking disciplinary action against the student who has engaged in bullying behaviour, in line with our behaviour policy.
- Referring the matter to external agencies if necessary and in accordance with relevant legislation and guidance.
- Monitoring and Review
- We regularly review and monitor our anti-bullying policy and procedures to ensure that they remain up-to-date and effective. This includes:
- Reviewing the policy and procedures annually to ensure that they are still relevant and reflect current legislation and guidance.
- Providing regular training and support for all staff and students on bullying prevention and intervention.
- Recording and monitoring all incidents of bullying to ensure that appropriate action is taken.

Our dance school is committed to providing a safe and welcoming environment for all students. Our anti-bullying policy and procedures are designed to ensure that all members of our school community are aware of what bullying is and how to prevent it. We take all incidents of bullying seriously and will investigate and take appropriate action to prevent further incidents. Our school values and code of conduct promote positive behaviour and respect for others, and we encourage all students to work together to prevent bullying in our school.

If you have any concerns about bullying in our school, please report it to a member of staff, who will take appropriate action. We will support you and take steps to ensure that you are safe and feel comfortable in our school.

## Online safety policy and procedures

Our dance school is committed to providing a safe and enjoyable experience for all students who attend our classes, whether in-person or online. This includes ensuring that our students are protected from all forms of online abuse and that they know how to stay safe while using the internet. This policy sets out our procedures for ensuring online safety for our students.

### Legal Framework

Our online safety policy and procedures are based on the following legal framework:

- Children Act 1989 and 2004
- Protection of Children Act 1999
- Human Rights Act 1998
- Education Act 2002
- Data Protection Act 2018
- General Data Protection Regulation (GDPR)
- The Computer Misuse Act 1990
- The Malicious Communications Act 1988

### Policy Statement

Our online safety policy is to protect and promote the welfare of students who attend our dance school by:

- Providing a safe and supportive online environment for all students who attend our classes.
- Ensuring that all students are aware of the risks associated with online use and know how to stay safe online.
- Providing appropriate training and support for all staff on online safety issues.
- Adopting procedures for the safe use of technology in our classes.
- Ensuring that all concerns about the online safety of our students are taken seriously and dealt with appropriately.

### Safe Use of Technology

We have adopted procedures for the safe use of technology in our classes. This includes:

- Using a secure online platform for all online classes.
- Ensuring that all staff and students have access to appropriate technology and internet connections.
- Limiting access to our online classes to registered students only.
- Monitoring all online activity during our classes.

### Online Safety Training

We provide appropriate training and support for all staff on online safety issues. This includes:

- Providing regular online safety training for all staff.
- Ensuring that all staff are aware of our online safety policy and procedures and know how to report any concerns.
- Providing guidance and support for students on how to stay safe online and report any concerns they may have.

## Safeguarding Procedures

Our safeguarding procedures for online safety include:

- Ensuring that all staff and students are aware of the risks associated with online use and know how to stay safe online.
- Ensuring that all concerns about the online safety of our students are taken seriously and dealt with appropriately.
- Keeping records of all online safety concerns and incidents.
- Sharing information with other agencies as necessary and in accordance with relevant legislation and guidance.

## Dealing with Concerns

If a member of staff or student has a concern about online safety, they should:

- Report the concern to the designated safeguarding officer immediately.
- Record the concern in writing and sign and date it.
- Not investigate the concern themselves, but instead leave it to the designated safeguarding officer to investigate and take appropriate action.

## Data Protection

We take data protection very seriously and will only collect, use and store data in accordance with the Data Protection Act 2018 and GDPR. This includes:

- Obtaining consent from parents or guardians before collecting any personal data from students.
- Ensuring that all personal data is collected and stored securely and in accordance with data protection legislation.
- Ensuring that all staff and students are aware of our data protection policy and procedures.

## Monitoring and Review

We regularly review and monitor our online safety policy and procedures to ensure that they remain up-to-date and effective. This includes:

- Reviewing the policy and procedures annually to ensure that they are still relevant and reflect current legislation and guidance.
- Providing regular training and support for all staff on online safety issues.
- Recording and monitoring all online safety concerns and incidents.
- Taking appropriate action where necessary to address any concerns or incidents.
- Ensuring that all staff and students are aware of their online safety responsibilities and know how to report any concerns.

Our dance school takes the online safety of our students very seriously. We are committed to providing a safe and supportive online environment for all students who attend our classes, and to protecting them from all forms of online abuse. Our online safety policy and procedures are based on UK laws and are designed to ensure that all staff and students are aware of the risks associated with online use and know how to stay safe online. We regularly review and monitor our policies and procedures to ensure that they remain up-to-date and effective.

## Conclusion of Enrolment

By enrolling in our dance classes, you agree to abide by the policies, terms and conditions outlined above. These policies are subject to change, and any updates will be communicated to parents and students in a timely manner.

At Dance Elite LC, we are committed to providing a safe and nurturing environment for our students. Our policies are designed to ensure that our classes run smoothly and that all students are able to learn and grow as dancers.

If you have any questions or concerns about our policies or your child's dance education, please do not hesitate to contact us.

Thank you for choosing Dance Elite LC for your child's dance education needs.

## Contact Information

For any queries regarding these policies, please contact us at:

Email: [danceelitelc@gmail.com](mailto:danceelitelc@gmail.com)

Phone: 07443591429

## Acknowledgement

By enrolling your child in Dance Elite LC, you acknowledge that you have read, understood, and agreed to abide by the above policies and terms.

Document by Courtney

Dance Elite LC Owner