

Policies and Procedures



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Fun & Funky School Of Dance

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Lost child Policy

We take the utmost care at all times to ensure the safety of all the children in our care. Children are closely supervised at all times and security measures are in place.

In the event of a child being lost or unaccounted for the following procedures would be actioned: -

Lost child at Dancing procedures

- ❖ We will check the register to confirm the child came to dancing. A quick search of all rooms, cupboards and all areas in the two halls will take place.
- ❖ The manager will send a member of staff to make an initial search for the child. The search will start with the member of staff going to the road outside the hall and check the road. He/she will then check the grounds around the hall and check by parked cars and other visual obstructions. This will be done as quickly as possible.
- ❖ While the initial search is made, the manager will make enquiries of all adults at dancing to establish the last sighting and time, clothes that the child was wearing, and the mental state of the child (happy, upset etc.).
- ❖ The manager will then telephone the police and report the situation and follow their advice.
- ❖ The manager will telephone the parent or carer and report the situation. The manager will ask the parent to come to dancing, by using the normal route that the child would take and preferably by walking. The manager will then send a different member of staff to make a search of the area, and continue the search until instructed otherwise.
- ❖ When the parent arrives at dancing, and the child is still lost, we will ask the parent to return home and wait, in case the child has managed to make their way home.
- ❖ Telephone lines should remain as free as possible so that messages are not delayed.
- ❖ The dancing activities for the remaining children will continue as normal and staff not involved in the search will give the children proper attention.

Lost child on Outings procedures

- ❖ We attempt to minimise the opportunity of lost children by ensuring they are properly supervised by a parent, carer or member of staff. Each child without a parent or carer on the outing will have a member of staff allotted to mind them, and the member of staff will be allocated a group of children depending on age.
- ❖ The procedures are:
- ❖ If coach travel is part of the outing, number of people will be counted and double-checked on the coach prior to leaving.
 - ❖ If the child is lost on the outing's venue, the supervisors will insist that all adults and children return to a meeting point, and will despatch staff to search for adults and parents.

Staffing and employment policy

We provide a high staffing ratio to ensure that children have sufficient individual attention and to guarantee care and education of a high quality. Our staff are appropriately qualified and are checked for criminal records through the Criminal Records Bureau.

- ❖ A minimum of two staff/adults are on duty at any one time.
- ❖ We hold staff meetings to undertake exam and show planning and to discuss children's progress, their achievements and any difficulties which may arise from time to time.
- ❖ We work towards offering [equality of opportunity](#) by using non-discriminatory procedures for staff recruitment and selection.
- ❖ All staff have job descriptions which set out their roles and responsibilities.
- ❖ We welcome applications from all sections of the community. Applicants will be considered on the basis of their suitability for the post, regardless of marital status, age, gender, culture, religious belief, ethnic origin or sexual orientation. Applicants will not be placed at a disadvantage by us imposing conditions or requirements which are not justifiable.
- ❖ Our dance school Manager hold an Foundation degree in early years and Associate level teacher of dance qualification. We encourage all staff to obtain qualifications.
- ❖ We provide staff induction training in the first week of employment. This induction includes our [Health and Safety Policy and Procedures](#) and [Child Protection Policy and Procedures](#). Other policies and procedures will be introduced within an induction plan.
- ❖ We support the work of our staff by holding regular supervision meetings and appraisals.
- ❖ We are committed to recruiting, appointing and employing staff in accordance with all relevant legislation and best practice.

We obtain references and criminal record checks through the CRB for staff and volunteers who will have substantial access to children

Student placement policy

This dance school recognises that qualifications and training make an important contribution to the quality of the care and education provided by dance schools. As part of our commitment to quality, we offer in house placements for students to have the opportunity to train to become qualified dance teachers.

We aim to provide for students on placement with us, experiences which contribute to the successful completion of their studies and which provide examples of quality practice in early years care and education.

- ❖ We supervise students under the age of 17 years at all times and do not allow them to have unsupervised access to children.
- ❖ Students who have studied dance with the school on a long term basis may be deemed competent to run a dance class unsupervised
- ❖ We take out employers' liability insurance and public liability insurance which covers both trainees and voluntary helpers with BATD.
- ❖ We require students to keep to our confidentiality policy.
- ❖ We provide students, at the first session of their placement, with a short induction on how our dance school is managed, how our sessions are organised and our policies and procedures.
- ❖ We communicate a positive message to students about the value of qualifications and training.
- ❖ We make the needs of the children paramount by not admitting students in numbers which hinder the essential work of the dance school.

Health and safety policy

Statement of intent

❖ This school believes that the health and safety of children is of paramount importance. We make our school a safe and healthy place for children, parents, staff and volunteers.

❖ Aim

❖ We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

❖ Methods

❖ The member of staff responsible for health and safety is Lisa Gleed. He/she is competent to carry out these responsibilities. He/she has undertaken health and safety training and regularly updates his/her knowledge and understanding. We display the necessary health and safety poster in Kitchen.

Risk assessment

❖ Our risk assessment process includes:

❖ checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children;

❖ deciding which areas need attention; and

❖ developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.

❖ We maintain lists of health and safety issues, which are checked:

❖ daily before the session begins;

Insurance cover

❖ We have public liability insurance and employers' liability insurance with BATD. The certificate for public liability insurance is displayed on our notice board.

Awareness raising

❖ Our induction training for staff and volunteers includes a clear explanation of health and safety issues so that all adults are able to adhere to our policy and understand their shared responsibility for health and safety. The induction training covers matters of employee well-being, including safe lifting and the storage of potentially dangerous substances.

- ❖ Records are kept of these induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- ❖ Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the school.
- ❖ As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- ❖ We have a no smoking policy.
- ❖ Children are made aware of health and safety issues through discussions, and routines.

Children's safety

- ❖ We ensure all staff employed have been checked for criminal records by an enhanced disclosure from the Criminal Records Bureau.
- ❖ Adults do not normally supervise children on their own.
- ❖ Children are supervised by adults whilst attending class.
- ❖ Whenever children are on the premises at least two adults must be present.

Security

- ❖ Registers are taken at the beginning of each class.
- ❖ Class assistants are placed on each door at the end of class to ensure no child leaves without their appropriate adult.
- ❖ A caretaker is on site at all times to prevent unauthorised access to our premises whilst classes are taking place.
- ❖ Dancers must inform an adult if leaving the premises to attend the local shops. This is only recommended from 11yrs upwards with parental consent.

Doors/Surfaces

- ❖ We take precautions to prevent children's fingers from being trapped in doors. Doors are fitted with finger guards in the Annexe room.
- ❖ All surfaces are checked daily to ensure they are clean and not uneven or damaged. Floors are swept and mopped daily.

Kitchen

- ❖ Children do not have unsupervised access to the kitchen.
- ❖ All surfaces are clean and non-porous.
- ❖ Cleaning materials and other dangerous materials are stored out of children's reach.

Electrical/gas equipment

- ❖ All electrical/gas equipment conforms to safety requirements and is checked regularly.
- ❖ Our boiler/electrical switchgear/meter cupboard is not accessible to the children.
- ❖ Fires, heaters, electric sockets, wires and leads are properly guarded and the children are taught not to touch them.
- ❖ Storage heaters are checked daily to make sure they are not covered.
- ❖ There are sufficient sockets to prevent overloading.
- ❖ The temperature of hot water is controlled to prevent scalds.
- ❖ Lighting and ventilation is adequate in all areas including storage areas.

Hygiene

- ❖ We regularly seek information from the Environmental Health Department and the Health Authority to ensure that we keep up to date with the latest recommendations.
- ❖ We have a daily cleaning routine for the school which includes dance hall(s), kitchen, rest area, and toilets.
- ❖ The toilet area has a supply of liquid hand soap and paper towels. Replenished by the caretaker. There are no nappy changing facilities or disposal.
- ❖ We implement good hygiene practices by:
 - ❖ checking toilets regularly;
 - ❖ wearing protective clothing - such as aprons and disposable gloves - as appropriate;
 - ❖ Providing nose tissues in class.
 - ❖ Encouraging use of own individual drinking bottles.

Food and drink

- ❖ Staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.
- ❖ All food and drink is stored appropriately.
- ❖ Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- ❖ Snack and meal times are appropriately supervised and children do not walk about with food and drinks.
- ❖ Drinking water is available to the children at all times via the kitchen.

Outings and visits

- ❖ We have agreed procedures for the safe conduct of outings.
- ❖ Parents always sign consent forms before major outings.
- ❖ A risk assessment is carried out before an outing takes place.
- ❖ Our adult to child ratio is high, normally one adult to five children depending on age of the children.
- ❖ Named children are assigned to individual staff to ensure each child is individually supervised, to ensure no child gets lost and that there is no unauthorised access to children.
- ❖ Outings are recorded in an outings record book stating:
 - ❖ the date and item of outing
 - ❖ the venue and mode of transport
 - ❖ names of staff assigned to named children
 - ❖ time of return
 - ❖ register
- ❖ Staff take a mobile phone on outings, and supplies of tissues, wipes etc as well as a mini first aid pack, and water. The amount of equipment will vary and be consistent with the venue and the number of children as well as how long they will be out for.
- ❖ Records are kept of the vehicles used to transport children, with named drivers and appropriate insurance cover.

Missing child

- ❖ If a child goes missing from the school
- ❖ The person in charge will carry out a thorough search of the building .
- ❖ The register is checked to make sure no other child has also gone astray.
- ❖ Doors and gates are checked to see if there has been a breach of security whereby a child could wander out.
- ❖ Person in charge talks to staff to establish what happened
- ❖ If the child is not found the parent is contacted and the missing child is reported to the police.
- ❖ If a child goes missing from an outing where parents are not attending and responsible for their own child, the school ensures that there is a procedure that is followed.
- ❖ As soon as it is noticed that a child is missing, staff on the outing ask children to stand with their designated person and carry out a headcount to ensure that no other child has gone astray. One staff searches the immediate vicinity but does not search beyond that.
- ❖ The person in charge is informed, if s/he is not on the outing and makes his/her way to the venue to aid the search and be the point of contact for the police as well as support staff.
- ❖ Staff take the remaining children back to the school.
- ❖ The person in charge of the school contacts the child's parent who makes their way to the school or outing venue as agreed with the person in charge.

- ❖ The staff contact the police using the mobile phone and report the child as missing.
- ❖ In an indoor venue, the staff contact the venue's security who will handle the search and contact the police if the child is not found.
- ❖ The person in charge contacts the chairperson of the management committee who comes down to the school as soon as possible.

- ❖ **The investigation**
- ❖ The management committee chairperson carries out a full investigation taking written statements from all the staff present at the time, or who were on the outing.
- ❖ The key person/ staff writes an incident report detailing:
 - ❖ the date and time of the report;
 - ❖ what staff/ children were in the group/outing;
 - ❖ when the child was last seen in the group/outing;
 - ❖ what has taken place in the group/outing since then; and
 - ❖ the time it is estimated that the child went missing.
- ❖ A conclusion is drawn as to how the breach of security happened.
- ❖ If the incident warrants a police investigation all staff co-operate fully. In this case, the police will handle all aspects of the investigation, include interviewing staff. Social Services may be involved if it seems likely that there is a child protection issue to address.
- ❖ The incident is reported under RIDDOR arrangements and is recorded in the incident book; the local authority health and safety officer may want to investigate and will decide if there is a case for prosecution.
- ❖ OFSTED is informed.
- ❖ The Insurance Department at BATD is informed.

Non-collection of children policy

Statement of intent

- ❖ In the event that a child is not collected by an authorised adult at the end of their classes/day, the school puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

Aim

- ❖ In the event that a child is not collected by an authorised adult, we will ensure that the child receives a high standard of care in order to cause as little distress as possible. We inform parents/carers of our procedures so that, if they are unavoidably delayed, they will be reassured that their children will be properly cared for.

❖ **Methods**

- ❖ Parents of children starting at the school are asked to provide specific information which is recorded on our Registration Form, including:
 - ❖ home address and telephone number - if the parents do not have a telephone, an alternative number must be given, perhaps a neighbour or close relative;
 - ❖ place of work, address and telephone number (if applicable);
 - ❖ mobile telephone number (if applicable);
 - ❖ names, addresses, telephone numbers and signatures of adults who are authorised by the parents to collect their child from the school, for example a childminder or grandparent;
 - ❖ information about any person who does not have legal access to the child; and
 - ❖ who has parental responsibility for the child.
- ❖ On occasions when parents are aware that they will not be at home or in their usual place of work, they record how they can be contacted in Fees book.
- ❖ On occasions when parents or the persons normally authorised to collect the child are not able to collect the child, they record the name, address and telephone number of the person who will be collecting their child in our Fees book. We agree with parents how to verify the identity of the person who is to collect their child.
- ❖ Parents are informed that if they are not able to collect the child as planned, they must inform us so that we can begin to take back-up procedures. We provide parents with our contact telephone number. We also inform parents that - in the event that their children are not collected from school by an authorised adult and the staff can no longer supervise the child on our premises - we apply our child protection procedures as set out in our child protection policy.
- ❖ If a child is not collected at the end of their classes /day, we follow the following procedures:
 - ❖ The Fees Book is checked for any information about changes to the normal collection routines.
 - ❖ If no information is available, parents/carers are contacted at home or at work.
 - ❖ If this is unsuccessful, the adults who are authorised by the parents to collect their child from the school - and whose telephone numbers are recorded on the Registration Form - are contacted.
 - ❖ All reasonable attempts are made to contact the parents or nominated carers.
 - ❖ The child does not leave the premises with anyone other than those named on the Registration Form and in the Fees Book.
 - ❖ If no-one collects the child after one hour and there is no-one who can be contacted to collect the child, we apply the procedures for uncollected children.
 - ❖ We contact our local authority social services department (telephone number 01708 750 194)
 - ❖ The child stays at school in the care of two fully-vetted workers until the child is safely collected either by the parents or by a social worker;
 - ❖ Social services will aim to find the parent or relative if they are unable to do so, the child will be admitted into the care of the local authority.
 - ❖ Under no circumstances are staff to go to look for the parent, nor do they take the child home with them.

- ❖ A full written report of the incident is recorded.
- ❖ Depending on circumstances, we reserve the right to charge parents for the additional hours worked by our staff.
- ❖ BATD may be informed .

Fire safety

- ❖ Fire doors are clearly marked, never obstructed and easily opened from inside.
- ❖ We operate a strict no smoking policy in and around the dance school.
- ❖ Smoke detectors/alarms and fire fighting appliances conform to BSEN standards, are fitted in appropriate high risk areas of the building and are checked as specified by the manufacturer.
- ❖ Our emergency evacuation procedures are approved by the Fire Safety Officer and are:
 - ❖ clearly displayed in the premises;
 - ❖ explained to new members of staff, volunteers and parents; and
 - ❖ Practised regularly at least once every six weeks.
- ❖ Records are kept of fire drills and the servicing of fire safety equipment.

First aid and medication

- ❖ At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.
- ❖ Our first aid kit:
 - ❖ complies with the Health and Safety (First Aid) Regulations 1981;
 - ❖ is regularly checked by a designated member of staff and re-stocked as necessary;
 - ❖ is easily accessible to adults; and
 - ❖ is kept out of the reach of children.
- ❖ At the time of admission to the school, parents' written permission for emergency medical advice or treatment is sought. Parents sign and date their written approval.
- ❖ Parents sign a consent form at registration allowing staff to take their child to the nearest Accident and Emergency unit to be examined, treated or admitted as necessary on the understanding that parents have been informed and are on their way to the hospital.

Our accident book:

- ❖ is kept safely and accessibly with the first aid box;
- ❖ all staff and volunteers know where it is kept and how to complete it; and
- ❖ is reviewed at least half termly to identify any potential or actual hazards.
- ❖ When there is any injury requiring general practitioner or hospital treatment to a child, parent, volunteer or visitor or where there is a death of a child or adult on the premises, we make a report to the Health and Safety Executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.

Dealing with incidents

- ❖ We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:
 - ❖ any accident to a member of staff requiring treatment by a general practitioner or hospital; and
 - ❖ any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
 - ❖ Any dangerous occurrence is recorded in our Incident Book. See below.

Our Incident Book

- ❖ We keep an incident book for recording incidents including those that are reportable to the Health and Safety Executive as above.
- ❖ These incidents include:
 - ❖ break in, burglary, theft of personal or the school's property;
 - ❖ fire, flood, gas leak or electrical failure;
 - ❖ attack on member of staff or parent on the premises or nearby;
 - ❖ any racist incident involving a staff or family on the centre's premises;
 - ❖ death of a child, and
 - ❖ a terrorist attack, or threat of one.
- ❖ In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- ❖ In the unlikely event of a terrorist attack we follow the advice of the emergency services with regard to evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed and staff will take charge of the children. The incident is recorded when the threat is averted.
- ❖ In the unlikely event of a child dying on the premises, the emergency services are called, and the advices of these services are followed.
- ❖ The incident book is not for recording issues of concern involving a child. This is recorded and attached to the child's registration form.

Administration of medication

- ❖ In the unlikely event of medicines needing to be administered. Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- ❖ Children taking prescribed medication must be well enough to attend the school.
- ❖ Parents give prior written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- ❖ The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine.
- ❖ If the administration of prescribed medication requires medical knowledge, individual training is provided for the relevant member of staff by a health professional.

Sickness

- ❖ Our policy for the exclusion of ill or infectious children is discussed with parents. This includes procedures for contacting parents - or other authorised adults - if a child becomes ill while in the school.
- ❖ We do not provide care for children, who are unwell, have a temperature, or sickness and diarrhoea, or who have an infectious disease.
- ❖ Children with head lice are not excluded, but must be treated to remedy the condition.
- ❖ Parents are notified if there is a case of head lice in the school.
- ❖ Parents are notified if there is an infectious disease, such as chicken pox.
- ❖ HIV (Human Immunodeficiency Virus) may affect children or families attending the school. Staff may or may not be informed about it.
- ❖ Children or families are not excluded because of HIV.
- ❖ Good hygiene practice concerning the clearing of any spilled bodily fluids is carried out at all times.
- ❖ Staff suffering from sickness and diarrhoea do not handle food.

Safety of adults

- ❖ Adults are provided with guidance about the safe storage, movement, lifting and erection of large pieces of equipment.
- ❖ All warning signs are clear.
- ❖ Adults do not remain in the building on their own or leave on their own after dark.
- ❖ The sickness of staff and their involvement in accidents is recorded. The records are reviewed termly to identify any issues that need to be addressed.

Records

In accordance with the National Standards for Day Care, we keep records of:

Adults

- names and addresses of all staff on the premises, including temporary staff who work with the children or who have substantial access to them;
- names and addresses of the owners or of all members of the management committee;
- all records relating to the staff's employment with the school, including application forms, references, results of checks undertaken etc.

Children

- names, addresses and telephone numbers of parents and adults authorised to collect children from school;
- the names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- the allergies, dietary requirements and illnesses of individual children;
- accidents and medicine administration records;
- consents for outings, administration of medication, emergency treatment; and
- Incidents.

Fire evacuation procedures

The dance school will follow the procedures for evacuating the building in the event of the fire alarm being sounded, in a way that ensures that all children are safely lead away from the building and adults do not take any undue risks.

- ❖ The interior of the school establishment is a **No-Smoking** zone
- ❖ The assembly point is across the car park on the grassed area next to the perimeter fence opposite the Dance school
- ❖ No child or adult will take unnecessary personal risks
- ❖ Staff fully understand the required procedures and understand their role
- ❖ Staff will follow day to day procedures to reduce the risk of fire
- ❖ We will follow the advice of the fire brigade on any matters arising from their visit, including discussing with the hall owner on matters outside of our control
- ❖ We will have a fire procedure on the wall
- ❖ We will ensure all staff receive training on fire procedures
- ❖ We will perform a formal risk management assessment at least once a year, and will monitor risks each day.
- ❖ We will keep registers of children, staff and visitors to the school for each session.

In the event of a fire, the fire alarm will sound. The evacuation procedure to follow is:

- ❖ A member of staff will telephone the fire brigade on 999 and give appropriate details.
- ❖ We will use the nearest available exit. The assembly point is the car park.
- ❖ The evacuation will start immediately and people should not try to collect bags and other personal possessions.
- ❖ For safe evacuation class assistant will lead the children out, teacher to follow the children after checking toilets to ensure the area has been cleared.
- ❖ If it is safe to do so, the teacher will pick up registers and take them to the assembly point
- ❖ At the assembly point, the registers will be called and checked for any unaccounted adults or children, and fire brigade will be told of any missing people. Nobody will be permitted to return to the building until the all clear is given by the fire brigade.

The policy for childhood diseases and illnesses

If your child is unwell s/he must be kept at home at least until such time is felt that s/he is able to cope with their dance classes. We are not in the position to give the care and attention your child needs and deserves at this time. We also need to take into account the well being of everyone in the School.

An 'outbreak' of any communicable is not necessarily a reflection of infection spreading just within the School but also that of the Community as a whole and is therefore not that easy to prevent.

Some communicable disease can be passed on before a person becomes unwell. Others can be transmitted by apparently well carriers of a disease. For these reasons it is important that high standards of basic hygiene and cleanliness are maintained at all times.

Immunisation protects children and adults against illnesses, which can be life threatening and it is recommended every child, should be fully immunised unless s/he has a genuine medical contraindication to a vaccination.

We will not accept any child into class if they have any of the following:-

Chicken Pox	The exclusion is for five to seven days from the onset of the rash, and when there are no new spots.
Conjunctivitis (sticky eye)	Parents will be asked to collect their child and symptoms must be completely clear before returning to School.
Diarrhoea and/or Sickness	Must be free of symptoms for at least 48 hours.
Head Lice	Must be treated before return to School. Parents /carers will be informed that there have been head lice within the School.
Febrile Convulsions	Excluded until fever settled and child well.
Fifth Disease (Slap Cheek)	Excluded until child well.
Flu (Influenza), severe colds, Coughs, throat infections	Excluded until feeling better and cough improved.
German Measles (Rubella)	The exclusion period is for five days after the rash appears.
Glandular fever	Excluded until feeling better.
Hepatitis A	Excluded for at least five days from the onset of jaundice and when feeling better.
Impetigo	Parents will be asked to collect their child immediately and they must be completely free of symptoms for at least 24 hours. This is extremely infectious and treatment will be required from the GP.
Measles	The exclusion period is for five days after the rash appears.

Meningitis	May return once better.
Mumps	The exclusion period is for five days after the swelling appears.
Scabies	Highly infectious, the whole family must receive treatment from the GP. Must be completely free of symptoms before returning to the School.
Thrush	Must be completely free of symptoms for at least 24 hours. This is extremely infectious and treatment will be required from the GP.
Rashes	If your child develops a rash you will be asked to collect them. You will need to confirm with your G.P. the cause of the rash before s/he can return to the School.

Should your child display symptoms of any of the above during their time at School you will be contacted and advised accordingly regarding collection.

Please inform the School if your child has contracted any infectious illness so that other parents may be kept informed. Confidentiality is always maintained and children are never named.

If your child is taking antibiotics/medicines s/he must remain at home for 24 hours in case of allergic reaction and parents/carers should note that allergic reactions can occur at any time, and not just the first time the antibiotics/medicine is taken. Thank you.

PLEASE NOTE THAT STAFF WILL ONLY ADMINISTER PROSCRIBED MEDICATION AT SCHOOL

Equal opportunities

Fun & Funky School Of Dance is committed to providing equality for all children and families and we strive to provide a caring and welcoming atmosphere to ensure that everyone may achieve his or her own potential whilst encouraging respect for others.

We promote the integration of children with differing needs as follows: -

- ❖ Ensuring staff have access to special needs training such as sign language, knowledge of appropriate disabilities.
- ❖ Through the purchase of gender appropriate and/or ability appropriate, multi cultural music visual aids, teaching aids
- ❖ Ensuring children whose first language is not English are made to feel welcome and two-way communication is established by initially building a checklist of key familiar words. If needed and where possible, liaison through an interpreter may be sought; this may be through a member of the family.
- ❖ By promoting understanding and respect of all, regardless of gender, religion, disability or culture.
- ❖ Ensure that all the children regardless of gender or age have a chance to experiment with all the styles of dance.
- ❖ Monitor and evaluate policies and procedures and current practices to ensure quality of care is maintained at an optimum.

Equal Opportunities Statement

1. The Dance School welcomes each child and adult as an individual, promoting a caring and welcoming atmosphere to ensure everyone may achieve his or her own potential.
2. As we live in a multi-cultural society, it is the School's intent to enable our children to grow up with the knowledge and acceptance of other people's cultures. We do this by using a variety of music from around the world, attending theatre trips, looking at themes for shows such as Animal or Around the World, and ensuring all relevant areas of learning encompass this ideal.
3. The School promotes the integration of children with differing needs whilst ensuring that the stated teachers are aware of their needs.
4. We are able to carry out the above by implementing the following:-
 - a) By knowing the needs of each individual child and meeting them openly, honestly and with respect for their individual needs whilst encouraging respect for others.
 - b) Ensuring staff have access to special needs training such as sign language, knowledge of appropriate disabilities.
 - c) Ensuring children whose first language is not English are made to feel welcome and two-way communication is established by initially, building a checklist of 'key' familiar words. If needed and where possible, liaison through an interpreter may be sought; this may be through a member of the family.
 - d) By promoting understanding and respect of all, regardless of gender, religion, disability or culture.

The dance School will consult with other professionals for advice if needed in order to support a child in whatever capacity.

We will, as far as possible: -

- Meet individual uniform requirements due to religious beliefs or medical factors.
- Ensure all the children, regardless of gender or age, have a chance to experiment with all the classes.
- Monitor and evaluate policies and procedures and current practice to ensure quality of care is maintained at an optimum.

All children, no matter what sex, ability, race or religion, are encouraged to respect or care for their fellow human beings.

PLEASE NOTE THAT THIS POLICY PACK CAN BE AVAILABLE IN LARGER PRINT AND AUDIO CD UPON REQUEST

Special educational needs/disability statement

Statement of intent

- ❖ We provide an environment in which all children are supported to reach their full potential.

Aims

- ❖ We have regard for the DfES Special Educational Needs Code of Practice.
- ❖ We include all children in our provision.
- ❖ We provide teachers help to support parents and children with special educational needs (SEN)/disabilities.
- ❖ We identify the specific needs of children with SEN/disabilities and meet those needs through a range of strategies.
- ❖ We work in partnership with parents and other agencies in meeting individual children's needs.
- ❖ We monitor and review our practice and provision and, if necessary, make adjustments.

Methods

- ❖ We designate a member of staff to be special educational needs co-ordinator (SENCO) and give his/her name to parents. Our current SENCO is Lisa Gleed.
- ❖ We provide a statement showing how we provide for children with SEN/disabilities.
- ❖ We ensure that the provision for children with SEN/disabilities is the responsibility of all members of the school.
- ❖ We ensure that our inclusive admissions practice ensures equality of access and opportunity.
- ❖ We ensure that our physical environment is as far as possible suitable for children with disabilities.
- ❖ We work closely with parents of children with SEN/disabilities to create and maintain a positive partnership.
- ❖ We ensure that parents are informed at all stages of the assessment, planning, provision and review of their children's education.
- ❖ We provide parents with information on sources of independent advice and support.
- ❖ We use the graduated response system for identifying, assessing and responding to children's special educational needs.
- ❖ We provide a differentiated curriculum to meet individual needs and abilities.
- ❖ We ensure that children with SEN/disabilities are appropriately involved in all areas of dance, taking into account their levels of ability.
- ❖ We ensure the privacy of children with SEN/disabilities when intimate care is being provided.

- ❖ We raise awareness of any specialism the school has to offer, e.g. Makaton trained staff.
- ❖ We provide a complaints procedure.
- ❖ We monitor and review our policy annually

Behaviour Management

All children from an early age are encouraged to respect each other and their immediate environment. Staff, parents and children have an active role to play within this process and by working together we will enable the children to become caring and thoughtful individuals.

In order to achieve this, the staff in the school will:-

- ❖ Adults in school will endeavour to a positive model for the children with regard to friendliness, care and courtesy.
- ❖ Praise and endorse desirable behaviour such as kindness and willingness to share.
- ❖ Apply the rules consistently so that children have the security of knowing what to expect and can build up useful habits of behaviour.
- ❖ Take positive steps to avoid a situation in which children receive adult attention only in return for undesirable behaviour.
- ❖ We recognise that codes for interacting with other people vary between cultures and require staff to be aware of — and respect — those used by members of the school.
- ❖ We never use physical punishment, such as smacking or shaking. Children are never threatened with these.
- ❖ We do not use techniques intended to single out and humiliate individual children.
- ❖ We only use physical restraint, such as holding, to prevent physical injury to children or adults and/or serious damage to property. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of our school manager and are recorded in our Incident Book. A parent is informed on the same day and signs the Incident Book to indicate that he/she has been informed.
- ❖ In cases of serious misbehaviour, such as racial or other abuse, we make clear immediately the unacceptability of the behaviour and attitudes, by means of explanations rather than personal blame
- ❖ We handle children's unacceptable behaviour in ways which are appropriate to their ages and stages of development — for example by distraction, discussion or by withdrawing the child from the situation.
- ❖ We work in partnership with children's parents. Parents are regularly informed about their children's behaviour by their key person. We work with parents to address recurring unacceptable behaviour, using objective observation records to help us to understand the cause and to decide jointly how to respond appropriately
- ❖ Labelling words such as 'naughty' are not used.
- ❖ Children who misbehave will be given one-to-one adult support in seeing what was wrong and working towards a better pattern.
- ❖ Where appropriate this might be achieved by a period of 'time out'.
- ❖ Children will never be sent out of the room by themselves.
- ❖ Staff will not shout or raise their voices in a threatening way.

Should a child consistently display unacceptable behaviour staff will work in consultation with parents in order to support each other in ensuring consistency in the management of the child's behaviour.

Our SENCO may offer advice and guidance on specific behavioural difficulties.

Bullying

Bullying involves the persistent physical or verbal abuse of another child or children. We take bullying very seriously.

If a child bullies another child or children:

- ❖ we intervene to stop the child harming the other child or children
- ❖ we explain to the child doing the bullying why her/his behaviour is inappropriate;
- ❖ we give reassurance to the child or children who have been bullied;
- ❖ we help the child who has done the bullying to say sorry for her/his actions
- ❖ we make sure that children who bully receive praise when they display acceptable behaviour
- ❖ we do not label children who bully
- ❖ when children bully, we discuss what has happened with their parents and work out with them a plan for handling the child's behaviour; and
- ❖ when children have been bullied, we share what has happened with their parents, explaining that the child who did the bullying is being helped to adopt more acceptable ways of behaving.

We believe children will enjoy being in an environment in which they know what is expected of them where they can play and develop in a safe environment without fear of harm. To enforce this we would like the children to respect each other and to respect and take care of equipment.

Behaviour Management Statement

All children from an early age are encouraged to respect each other and their immediate environment. Staff, parents and children have an active role to play within this process and by working together we will enable the children to become caring and thoughtful individuals.

Staffs (and parents) are responsible for ensuring appropriate behaviour is fostered by school examples and being good role models, by encouraging please and thank you's and by asking the child to say sorry if appropriate. Good manners are encouraged and all children are included in making choices, are asked to respect people and property and to help each other in whatever way is appropriate.

As we all appreciate occasional problems arise when inappropriate behaviour is displayed; these needs to be addressed initially by staff and children, when the need arises, by staff and parent. The whole process of dealing with this issue is two-way.

Unacceptable behaviour:

Biting
Spitting
Violent behaviour
Rudeness
Repetitive defiance
Bullying
Snatching/taking away
Impatience

We are working towards:

Friendliness
Respect for others
Non-violent behaviour
Politeness
Effective and open communication
Caring for others
Sharing
Patience

If distraction and discussion prove ineffective the School operate a 'a *time out*' system whereby the particular child concerned is removed and sat out for a short period of time within the room to 'cool down'. Staff explain the consequences of their actions and why their behaviour is inappropriate in a way that the individual child can understand.

If staff feels it is necessary to inform the parents of such behaviour they will do so on the day. As the problem has already been addressed with the child at the time, we do not feel it is necessary for parents to admonish their child hours later. However, parents are encouraged to support the action taken by staff in the home environment.

Negative words such as '*naughty*' are not used at the dance School and no physical punishment is ever administered. Kind deeds and positive behaviour is encouraged through positive reinforcement and praise.

Should a child consistently display unacceptable behaviour staff will work in consultation with parents to ensure consistency in the management of the child's behaviour.

Our SENCO may offer guidance on specific behavioural difficulties, again, in full consultation with parents/carers. If you have any concerns or worries we are more than happy to meet with you at a mutually convenient time.

Partnership with Parents

The staff at Fun & Funky School of Dance respect and recognise that parents and carers are the prime educators of children in their care. The aim of the group is to support their essential work and not to supplant them. Therefore we will:-

- ❖ Make all new parents/carers aware of the schools policy and procedures.
- ❖ Ensure that parents are informed on a regular basis about their child's progress.
- ❖ Ensure that parents have opportunities to contribute to the school from their own skills, knowledge and interests.
- ❖ Ensure that parents are fully informed about the dance school's intentions through email and newsletters.
- ❖ Make known to all parents the procedure for complaints.
- ❖ Provide opportunities for all parents to learn about the school's dance styles.

If a parent has any difficulties for whatever reason in understanding our written policies they are very welcome to speak to the Manager. Any information shared with us regarding a child or family will be treated in the strictest confidence at all times.

If your child has been unwell or had any accidents or upsets please inform us so that we can show any appropriate sensitivity towards the child.

Admissions and Attendance

- ❖ It is our intention to make our dance school accessible to children and families from all sections of the local community.
- ❖ We aim to ensure that all sections of our community have access to the school through open, fair and clearly communicated procedures.
- ❖ We ensure that the existence of the school is widely advertised in places accessible to all sections of the community.

- ❖ We ensure that information about our school is accessible—in written and spoken form—and, where appropriate, in different languages.

- ❖ Describe the school and its practices in terms which make it clear that it welcomes all parents and carers from all cultural, ethnic, religious and social groups, with and without disabilities.

- ❖ We arrange our waiting list on a first come first served basis, within each intake period. In addition our policy may take into account the following siblings already attending the school.
- ❖ Children already attending the school have priority for new classes over the waiting list.
- ❖ We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- ❖ We monitor the gender and ethnic background of children joining the group to ensure that no accidental discrimination is taking place.
- ❖ We make our [equal opportunities policy](#) widely known.
- ❖ We consult with families about the opening times of the school to avoid excluding anyone.
- ❖ We are flexible about attendance patterns to accommodate the needs of individual children and families.

- ❖ Classes fees are payable on the day or in advance. *(If for any reason this is not possible please make an appointment to discuss this in confidence with the school manager as soon as possible. If fees are not paid in full by the half term period then this will result in your child's place being withdrawn.)*

- ❖ Ask for fees to be paid in full during absences holidays/illness etc in order to secure the child's place at the school once the four absence tokens have been used.

- ❖ Ask parents/carers to submit child's registration form supplied by the school and keep all information up to date e.g. new telephone numbers.

- ❖ Expect four weeks **written** notice prior to child leaving the school, if this does not occur you will have to pay the equivalent in fees.

Settling In

We want children to feel safe, stimulated and happy in the school and to feel secure and comfortable with staff. We also want parents to have confidence in both their children's well being and their role as active partners with the school. We aim to make the school a welcome place where children settle quickly and easily because consideration has been given to the individual needs and circumstances of children and their families.

- ❖ Before a child starts to attend the school, we use a variety of ways to provide his/her parents with information. These include written information (including our [prospectus](#) and [policies](#)), Class viewing with both parent and child.
- ❖ When a child starts to attend, we work with his/her parents to decide on the best way to help the child to settle into the school.
- ❖ We allow one free class, which enables the child to try all styles of dance to find suitability for both child and parent.
- ❖ Within the first four weeks of starting we discuss and work with the child's parents to inform them of their achievements and advise if purchasing dance uniform is appropriate.

Confidentiality

The Dance school's work with children and families will bring us into contact with confidential information. To ensure that all those using and employed within the school we will respect confidentiality in the following ways;-

- ❖ Parents will have access to the files and records of their own child but will not have access to information regarding any other child.
- ❖ Staff will not discuss individual children other than the purposes of group management with people other than the parents/carers of the child.
- ❖ Information given by parents/carers to the manager will not be passed on to other adults without permission.
- ❖ Any anxieties/concerns and evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the school except with management.
- ❖ Students/helpers within the school will all be informed of confidentiality policy and required to respect it.

Complaints Procedure

Our school believes that children and parents are entitled to expect courtesy and prompt, careful attention to their needs and wishes. We welcome suggestions on how to improve our school and will give prompt and serious attention to any concerns about the running of the school. We anticipate that most concerns will be resolved quickly by an informal approach to the appropriate member of staff. If this does not achieve the desired result, we have a set of procedures for dealing with concerns.

We aim to bring all concerns about the running of our school to a satisfactory conclusion for all of the parties involved.

How to complain

Stage 1

- Any parent who is uneasy about an aspect of the school's provision talks over, first of all, his/her worries and anxieties with the dance school teacher.

Stage 2

- If this does not have a satisfactory outcome, or if the problem recurs, the parent moves to Stage 2 of the procedure by putting the concerns or complaint in writing to the dance school manager and the chair of the management committee.
- Most complaints should be able to be resolved informally at Stage 1 or at Stage 2.

Stage 3

- The parent requests a meeting with the school manager and the chair of the management committee. Both the parent and the manager should have a friend or partner present if required. An agreed written record of the discussion is made. All of the parties present at the meeting sign the record and receive a copy of it.
- This signed record signifies that the procedure has concluded.

Stage 4

- If at the Stage 3 meeting the parent and school cannot reach agreement, an external mediator is invited to help to settle the complaint. This person should be acceptable to both parties, listen to both sides and offer advice. A mediator has no legal powers but can help to define the problem, review the action so far and suggest further ways in which it might be resolved.
- The mediator keeps all discussion confidential. S/he can hold separate meetings with the school personnel (school manager and chair of the management committee) and the parent, if this is decided to be helpful. The mediator keeps an agreed written record of any meetings that are held and of any advice s/he gives.

Stage 5

- When the mediator has concluded her/his investigations, a final meeting between the parent, the school manager and the chair of the management committee is held. The purpose of this meeting is to reach a decision on the action to be taken to deal with the complaint. The mediator's advice is used to reach this conclusion. The mediator is present

- at the meeting if all parties think this will help a decision to be reached.
- A record of this meeting, including the decision on the action to be taken, is made. Everyone present at the meeting signs the record and receives a copy of it. This signed record signifies that the procedure has concluded.

The role of the BATD and the Area Child Protection Committee

Parents may approach BATD directly at any stage of this complaints procedure. In addition, where there seems to be a possible breach of our membership, it is essential to involve BATD as the registering and inspection body.

The address and telephone number of our BATD centre is:

The British Association of Teachers of Dancing
Pavilion 8,
Upper Level,
Watermark Business Park
315 Govan Road,
Glasgow
Scotland
G51 2SE

Phone - 0141 427 3699

Fax - 0141 419 9783

Email - enquiries@batd.co.uk

These details are displayed on our school's notice board. If a child appears to be at risk, our school follows the procedures of the Area Child Protection Committee in our local authority.

In these cases, both the parent and school are informed and the school manager works with BATD or the Area Child Protection Committee to ensure a proper investigation of the complaint followed by appropriate action.

Records

A record of complaints against our school and/or the children and/or the adults working in our dance school is kept, including the date, the circumstances of the complaint and how the complaint was managed.

Whistle blowing Policy

Definition: Whistle blowing is raising a concern about malpractice within an organisation or through an independent structure associated with it (UK Committee on Standards in Public Life).

Protection: Fun & Funky School of Dance is committed to delivering a high quality dance school service, promoting organisational accountability and maintaining public confidence.

This policy provides individuals in the workplace with protection from victimisation or punishment where they raise a genuine concern about misconduct or malpractice in the organisation. The policy is underpinned by the Public Interest Disclosure Act 1998, which encourages people to raise concerns about misconduct or malpractice in the workplace, in order to promote good governance and accountability in the public interest. The Act covers behaviour, which amounts to:

- A criminal offence
- Failure to comply with any legal obligation
- A miscarriage of justice
- Danger to health and safety of an individual and/or environment
- Deliberate concealment of information about any of the above.

It is not intended that this policy be a substitute for, or an alternative to the group's formal Grievance Procedure, but is designed to nurture a culture of openness and transparency within the organisation, which makes it safe and acceptable for employees and volunteers to raise, in good faith, a concern they may have about misconduct or malpractice.

Employees and volunteers are entitled to expect fair and reasonable treatment from their employer and colleagues. This group has in place formal procedures that paid or unpaid staff can use if they feel they have been unfairly treated or discriminated against. Employees and volunteers can seek advice from a Trade Union, a lawyer, or others as they see fit.

This group accepts that there may be rare occasions in the organisation when situations arise which are illegal, improper or unethical, or which are otherwise in conflict with the codes of practice of Social Service Workers and Employers. The group is committed to providing paid and unpaid staff with an effective mechanism for dealing with such situations.

An employee or volunteer who, acting in good faith, wishes to raise such a concern should normally report the matter to their Manager who will advise the employee or volunteer of the action he or she will take in response to the concerns expressed. Concerns should be investigated and resolved as quickly as possible.

If an employee or volunteer feels the matter cannot be discussed with their Manager, he or she should report it to the Proprietor Lisa Gleed. Lisa will decide, in consultation where necessary with BATD, what action is to be taken. This may include whether the issue raised can be dealt with through the group's own Grievance Procedure.

A disclosure in good faith to the Manager will be protected. Confidentiality will be maintained wherever possible and the employee or volunteer will not suffer any personal detriment as a result of raising any genuine concern about misconduct or malpractice within the organisation.

2 (Whistle blowing Policy continued)

Notes to the policy: The Public Interest Disclosure Act 1998 came into force in July 1999. The Act encourages people to raise concerns about malpractice in the workplace without fear of dismissal or victimisation and, helps to prevent cover up of serious malpractice.

Malpractice: applies to people at work raising genuine concerns about crime, civil offences (including negligence, breach of contract, breach of administrative law), miscarriage of justice, danger to health and safety or the environment and the cover up of any of these. It applies whether or not the information is confidential.

In addition to employees the policy applies to relief staff, trainees and student placements, and unpaid workers.

There are no restrictions under employment law on minimum length of service and age. Under the Act, employees may safely seek legal advice on any concerns they have about malpractice.

The Act does not presently cover volunteers.

This policy will be displayed on the school notice board within the policies booklet.

All staff members will have a working knowledge of this policy.

This policy was adopted at a meeting of the school held on 27/11/2009



Child Protection Policy

To be used in conjunction with:
Working Together to Safeguard Children 2006
ECM
Change for Children

Fun & Funky School Of Dance
Last updated May 2010

Child Protection Policy

Fun & Funky School Of Dance

This policy was written and adopted on November 27th 2009. This policy is to be reviewed in spring term 2012 or in light of major changes.

Introduction

1.1 The Management and staff of Fun & Funky School Of Dance fully recognises the contribution they make to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our pupils from harm.

1.2 All staff believes that our dance school should provide a caring, positive *safe* and stimulating environment which promotes the social, physical and moral development of the individual child.

1.3 The aims of this policy are:

1.3.1 - To support the child's development in ways that will foster security, confidence and independence.

1.3.2 - To raise the awareness of staff, students, and volunteers of the need to safeguard children and of their responsibilities in identifying and reporting possible cases of abuse.

1.3.3 - To provide a systematic means of monitoring children known or thought to be at risk of harm.

1.3.4 - To emphasise the need for good levels of communication between all members of staff.

1.3.5 - To develop a structured procedure within the dance school in cases of suspected abuse.

1.3.6 - To develop and promote effective working relationships with other agencies, especially the Police and Social Care.

1.3.7 To ensure that all adults within our dance school who have access to children have been checked as to their suitability.

2.0 Procedures

2.1 - Our dance school procedures for safeguarding children will be in line with LA and *LSCB* procedures. We will ensure that:

2.1.1 - We have a designated member of staff who undertakes regular training.

2.1.2 We have a member of staff who will act in the designated staff's absence.

2.1.3 All members of staff develop their understanding of the signs and indicators of abuse.

2.1.4 All members of staff know how to respond to a pupil who discloses abuse.

2.1.5 All parents/carers are made aware of the possibilities of staff members actions with regard to child protection procedures.

2.2 Our procedures will be reviewed regularly and up-dated accordingly.

2.3 All new members of staff will be given a copy of our child protection procedures as part of their induction into the dance school.

3.0 Responsibilities

3.1 The designated staff is responsible for:

3.1.1 Adhering to the LSCB, LA and dance school procedures with regard to referring a child if there are concerns about possible abuse.

3.1.2 Keeping written records of concerns about a child even if there is no need to make an

immediate referral.

3.1.3 Ensuring that all such records are kept confidentially and securely and are separate from pupil records.

3.1.4 Ensuring that an indication of further record-keeping is marked on the pupil records.

3.1.5 Ensuring that any pupil currently who is subject to a child protection plan who is absent without explanation for three days *is* referred to Social Care.

4.0 Supporting Children

4.1 We recognise that a child who is abused or witnesses violence may find it difficult to develop and maintain a sense of self worth. We recognise that a child in these circumstances may feel helpless and humiliated. We recognise that a child may feel self blame.

4.2 We recognise that the dance school may provide the only stability in the lives of children who have been abused or who are at risk of harm.

4.3 We accept that research shows that the behaviour of a child in these circumstances may range from that which is perceived to be normal to aggressive or withdrawn.

4.4 Our dance school will support all pupils by:

4.4.1 Encouraging self-esteem and self-assertiveness whilst not condoning aggression or bullying.

4.4.2 Promoting a caring, safe and positive environment within the dance school.

4.4.3 Liaising and working together with all other support services and those agencies involved in the safeguarding of children.

4.4.4 Notifying Social Care as soon as there is a significant concern.

4.4.5 Providing continuing support to a pupil about whom there have been concerns who leaves the dance school by ensuring that appropriate information is forwarded under confidential cover to the pupil's new *school*.

5.0 Confidentiality

5.1 We recognise that all matters relating to Child Protection are confidential.

5.2 The Manager or designated Staff will disclose any information about a pupil to other members of staff on a need to know basis only.

5.3 All staff must be aware that they have a professional responsibility to share information with other agencies in order to safeguard children.

5.4 All staff must be aware that they cannot promise a child to keep secrets.

6.0 Supporting Staff

6.1 We recognise that staff working in the dance school who have become involved with a child who has suffered harm, or appears to be likely to suffer harm may find the situation stressful.

6.2 We will support such staff by providing an opportunity to talk through their anxieties with the designated staff and to seek further support as appropriate.

7.0 Safer Recruitment

7.1 Our Dance school will ensure we practice Safe Recruitment by undertaking enhanced CRB checks of staff and volunteers who work with children. Recruitment adverts will highlight the priority that the school places on this. The Management will ensure that the managers from each school will attend Safer Recruitment Training.

8.0 Allegations against staff

8.1 We understand that a pupil may make an allegation against a member of staff.

8.2 If such an allegation is made, the member of staff receiving the allegation will immediately inform the Manager.

8.3 The Manager on all such occasions will discuss the content of the allegation with Local Authority Designated Officer (LAtO). Eileen Collier 01708 434315

8.4 If the allegation made to a member of staff concerns the Manager, the designated staff member will immediately inform the area manager/ deputy who will consult with the Local Authority Designated Officer (LADO).

8.5 The Dance school will follow the LA procedures for managing allegations against staff, a copy of which will be readily available in the dance school.

9.0 Whistle blowing

9.1 We recognise that children cannot be expected to raise concerns in an environment where staffs fail to do so.

9.2 All staff must be aware of their duty to raise concerns, where they exist, about the attitude or actions of colleagues.

10.0 Physical Intervention

10.1 Our policy on physical intervention by staff acknowledges that staff must only ever use physical intervention as a last resort, and that all times it must be the minimal force necessary to prevent injury to another person.

10.2 We understand that physical intervention of a nature which causes injury or distress to a child may be considered under child protection or disciplinary procedures. Staffs need to be aware that if a child sustains an injury as a result of physical intervention Child Protection processes must be adhered to.

11.0 Bullying

11.1 Our policy on bullying is set out in a separate policy and acknowledges that to allow or condone bullying may lead to consideration under child protection procedures.

12.0 Prevention

12.1 We recognise that the dance school plays a significant part in the prevention of harm to our pupils by providing pupils with good lines of communication with trusted adults, supportive friends and an ethos of protection.

12.2 The dance school community will therefore:

Establish and maintain an ethos where children feel secure and are encouraged to talk and are always listened to.

Ensure that all children know there is an adult in the school whom they can approach if they are worried or in difficulty.

13.0 Health & Safety

13.1 Our Health & Safety policy, set out in a separate document, reflects the consideration we give to the protection of our children both within the school environment and when away from school when undertaking school trips and visits.

14.0 Mobile Phones

- 14.1 All staff must ensure that their mobile telephones are left inside their bags during working hours unless using an iphone as music implement.
- 14.2 Only the manager and/or deputy may have their phones to hand during work hours and this can only be used for work related calls
- 14.3 When on outings the dance school's own mobile will be used
- 14.5 If any staff member has a family emergency and require their mobile close at hand then senior management must be consulted and give permission for this to happen.
- 14.6 Under no circumstances must cameras of any kind be taken into the bathroom
- 14.7 All cameras in the dance school including those on staff mobile phones can be subject to scrutiny at any time by the safeguarding officer or senior manager
- 14.8 Any staff member, volunteer or student found to be none compliant with this policy would face disciplinary action
 - Parents are asked to keep their mobiles put away whilst inside the building

Fun & Funky School Of Dance Policy statement to support Havering Child Protection

In line with our dance school statements of intent we aim:

To educate children to keep healthy and safe and recognise problems should they occur

To enable children to thrive in the world as it is today and to deal with confidence with the variety of circumstances with which they may be faced.

To empower staff with the knowledge of the policy and the structures in place to protect vulnerable children.

The nominated person for child protection is Lisa Gleed.

The LEA policy and documentation is in the procedures file.

THIS POLICY IS TO BE FOLLOWED AT ALL TIMES AND HAS BEEN ADAPTED BY THE DANCE SCHOOL.

- Child non accidental injury and suspected incidents log pages are to be located in the Fee's file in the Fun & Funky black bag located in the kitchen.
- These are to be completed in accordance with the training for child protection in the school.
- The anti bullying policy is to be treated as part of this policy.

The appendices to this document are used in the in-house training for every member of staff in child protection as during their induction period or as soon as possible.

Child abuse categories

Child abuse falls into the following categories, please be specific about which category is being referred to if a child is causing concern

- Physical abuse
- Suspected physical
- Severe failure to thrive
- Emotional abuse leading to behavioural and or emotional disturbance
- Sexual abuse

N.B. All the following procedures are to be carried out with strict regard for confidentiality

Procedures to be followed where suspicions are aroused:

These fall into 4 main categories

1. Concern without actual proof

Child incident log

Staff often instinctively has concern when marks and bruises are not easily explained by everyday childhood bumps or are too easily explained in a rehearsed way. (Please refer to training notes on NOT asking children questions relating to marks when a disclosure is made) There may be only a general suspicion and nothing more; in such cases the report log sheet should be completed.

The decision will be then made as the next actions to be taken; these logs will be made available to any section such as child protection team when the need arises.

2. Disclosures

Reporting to named person and completing log

disclosures will be covered during the in-house training, it can be described as when a child tells an adult of an incident that is causing them concern. Staff will, in tandem with the named school person complete the relevant documentation, using the schools logs and LEA documentation.

3. Consultation with Child Protection services

Further concern

If a repeated report has been made it will result in the child protection coordinator telephoning the duty officer at the child protection team. It must be made clear in this conversation whether the conversation is intended as advice sought or a referral.

4. Formal referral

A formal referral must include full details and all relevant information.

There should be no misunderstanding that a formal referral is being made. The process once in place will follow the policy of the *LEA*.

Telephone numbers are available in the front office.

The dance school should ensure that the child is not put under any stress or duress as is covered in our training and support must be calm and unobtrusive.

This policy will be updated from time to time and in the light of changes to practice or policy. It will be presented to the all staff at each change.

L Gleed

2009

Child Protection Statement

We all have a duty to be aware that abuse does occur in our society. This statement sets out the procedures that will be taken if we have reason to believe a child in our care is subject to emotional, physical or sexual abuse or neglect.

Our prime responsibility is the welfare and well being of all children in our care. As such we believe that we have a duty to the children, parents/main carers and staff to act quickly and responsibly in any instance that may come to our attention.

The Dance school has a duty to report any concerns relating to abuse to the Local Authority. The children Act 1989 (section 47[1]) places a duty on the Local Authority to investigate such matters. The Dance school will follow the procedures set out in the Local Authority Child Protection Guidelines and will seek their advice on all subsequent procedures.

Physical Abuse

Action will be taken under this heading if staff has reason to believe there has been a physical injury to a child, including deliberate poisoning, where there is a definite knowledge or reasonable suspicion that the injury was inflicted or knowingly not prevented.

Procedure

Accident/incident at home

Parents are asked to inform staff on arrival at the Dance school of any mark or injury incurred since their child's last session and to explain how it occurred.

The incident will be discussed with the parent/main carer and any information given will be recorded by the parent/main carer on the nursery's pro-forma and signed by both that same day.

The parent/main carer will have access to such records.

If the Dance school staff is not satisfied with the explanation given regarding the mark/injury the Local Authority will be notified and advice sought.

Accident/incident at nursery

Details regarding any mark or injury found on a child once left at the Dance school will be recorded and signed by staff.

The incident will be discussed with the parent/main carer when the child is collected and the record then signed by the parent/main carer that same day.

If the parent/carers is not satisfied with the explanation given regarding the mark/injury the Local Authority may be notified and advice sought.

Sexual Abuse

Action will be taken under this heading if the staff team have witnessed occasions where a child has indicated sexual activity through words, play or art, has displayed an excessive pre-occupation with sexual matters and/or had an inappropriate knowledge of adult sexual behaviour.

Procedure

The observed instances will be recorded and reported to the Dance school Manager. Referral to the Local Authority will be made.

Emotional Abuse

Action will be taken under this heading if any of the staff team has reason to believe that there is a severe, adverse effect on the behaviour and emotional development of a child caused by persistent or severe ill treatment or neglect.

Procedure

The concern will be discussed initially with the parent/main carer. Such discussion will be recorded and the parent/main carer will have access to such records. If there appears to be any concerns regarding the circumstances, the matter will be referred to the Local Authority.

Neglect

Action will be taken under this heading if any of the staff team has reason to believe there has been persistent or severe neglect of a child i.e. by exposure to any kind of danger including cold and starvation, which results in severe impairment of the child's health or development, including non-organic failure to thrive.

Procedure

The concern will be discussed initially with the parent/main carer. Such discussion will be recorded and the parent/main carer will have access to such records. If there appears to be any concerns regarding the circumstances, the matter will be referred to the Local Authority.

Allegations against staff.

All staff must protect themselves especially when meeting on a one to one basis with students and staff should bear in mind that even perfectly innocent actions can sometimes be misconstrued. Staff who hear an allegation of abuse against another member of staff should report the matter immediately to the **MANAGER** so that procedures can be followed. If the allegation is against the Manager it should be taken directly to the Deputy Manager and through them to the Local authority.

Confidentiality

All information and records received and kept by the Dance school either from parents, carers or outside agencies will be treated in the strictest confidence by all members of staff.

Child Left at Dance school

If a child is not collected from the Dance school at the end of his/her session and the Dance school has not been able to contact parents/carers and named persons, Social Services will be contacted and asked to collect the child.

Visitors

Visitors to the Dance school and anyone not 'Police-checked' will not be allowed unsupervised access to any child at any time.

Staff induction

Staff need to

- ❖ Make sure that a minimum of two staff/adults are on duty at any one time.
- ❖ hold regular staff meetings to undertake curriculum planning and to discuss children's progress, their achievements and any difficulties which may arise from time to time and staff need to attend these as often as possible
- ❖ Work towards offering [equality of opportunity](#) by using non-discriminatory procedures for staff recruitment and selection.
- ❖ Have job descriptions which set out their roles and responsibilities.
- ❖ Understand that the dance school Manager hold a Foundation degree in early years and Associate level teacher of dance qualification. We encourage all staff to obtain dance qualifications.
- ❖ Attend induction training in the first week of employment. This induction includes our [Health and Safety Policy and Procedures](#) and [Child Protection Policy and Procedures](#). Other policies and procedures will be introduced within an induction plan.
- ❖ Be supported by attending regular supervision meetings and appraisals.

Clothing

- ❖ Staff are required to wear appropriate dance and foot wear.
- ❖ Staff must wear limited jewellery, no piercings that dangle, no bracelets or raised rings that can catch on a child.

Mobile phones

- ❖ Staff should give the dance school phone number out to anyone that may need to contact them in an emergency during dance school hours.
- ❖ Personal mobiles may be left on silent and kept inside handbags or within personal possessions
- ❖ Staff may NOT use their personal mobiles in the dance class for any reason during dance school hours
- ❖ Staff are NOT permitted to take any photographs with their mobile phones of anything or anyone at the dance school

Policies and procedures

- ❖ Staff must read and agree to adhere to the policies and procedures set out by Fun & Funky

- ❖ Staff must read and sign the confidentiality agreement
- ❖ Staff must agree to management gaining references on them before employment can be confirmed.
- ❖ Staff must agree to have an enhanced CRB check done on them regularly.

Signed:

Date:

Print name:

Manager signature:

General

Exams

When your child commences at Dance school they will be placed into a group appropriate to their age and ability or previous experience. The teacher will monitor their progress and development. Children will work towards BATD exams. These are optional to take at an additional cost.

Opening times/Fees

We are open as follows: -

Saturdays 9am-4.15pm closed- Easter, Christmas/New year and August. (& various weekends during the year due to hall closure)

Fees are

Class	Tap	Ballet	Modern	All 3 classes	All 3 classes discount	Street	Pom	All 5 classes	All 5 class discount
Twinkles 9am -9.45am	£3.75 one class 45 mins		n/a	n/a	n/a	n/a	n/a	n/a	n/a
Starlite 1 9am- 9.45am	£3.75 one class 45 mins		n/a	n/a	n/a	n/a	n/a	n/a	n/a
Starlite 2 9.45am-10.30am	£4.00 one class 45 mins			n/a	n/a	£3.25 10.30-11am	£2.75 11am-11.30	£10.00	£9.50
Infant 11.30-12.45pm	£5.00 one class 1hr 15min			n/a	n/a	£3.25 10.30-11am	£2.75 11-11.30	£11.00	£10.00
Pre-primary	£4.00 12-12.45	£4.00 11.15-12	£4.00 12.45-1.30	£12.00	£8.50	£4.00 2-2.45	£3.00 1.30-2	£15.50	£13.00
Primary	£4.00 2.45-3.30	£4.00 10.30-11.15	£4.00 12.45-1.30	£12.00	£8.50	£4.00 3.30-4.15	£3.00 1.30-2	£15.50	£13.00
Junior	£4.00 3.30-4.15	£4.00 9.45-10.30	£4.00 2-2.45	£12.00	£8.50	£4.00 2.45-3.30	£3.00 1.30-2	£15.50	£13.00
Senior	£4.00 3.30-4.15	£4.00 9.45-10.30	£4.00 2-2.45	£12.00	£8.50	£4.00 2.45-3.30	£3.00 1.30-2	£15.50	£13.00

Absence Tokens

Four absence tokens are given in September. These can be used if you do not attend for reasons such as personal holidays or sick. Once these tokens are used missed classes must be paid for.

Annual show

After exams show work will start in classes. Participation in the show is optional as additional costs are involved.

Refreshments

We provide facilities for refreshments and snacks to be purchased.

Disabled facilities

The Dance school building has wheelchair access and there is access to a disabled toilet.

Clothing/footwear.

Please make sure that your child wears comfortable dance clothing and footwear appropriate to their requirements.

Dancers are to wear no jewellery and wear their hair tied back.

Body piercings must be covered.

It is recommended to wear minimum of dance leotard and skirt. Tap ballet and Jazz shoes.

Fun & Funky School of Dance logo wear is available from Imprints in Romford arcade.