



Dancing Dimensions Policies and Procedures

Welcome to Dancing Dimensions school of dance. We are passionate about delivering excellent dance education encouraging being creative and building confidence. We take the welfare of all pupils and adults seriously. Please read the following information carefully and be aware that signing this policy you are agreeing to abide by our policies. This is our policy and procedures document.

Safeguarding and Child protection

At Dancing Dimension's, we recognise that the welfare of children is paramount importance. We have a responsibility to protect and safeguard the welfare of all children and young people we work with and have an explicit duty to do so under the children Act 1989 and 2004 and the Education Act 2002. A Child is anyone who has not reached their 18th Birthday. The fact that a child has reached 16 years of age is living independently, in further education, or working does not change his/her entitlement to services or protection as a child. At Dancing Dimensions, we believe that all children without exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality, or beliefs and that no child, or group of children should be treated any less favourably than others in being able to access the service and support to meet their needs.

Designated Safeguarding Lead;

The designated safeguarding person (DSP) within our Dance school is Caroline Acres and Mrs Sophie Goodson Teacher at Hemblington Primary school.

As safeguarding lead, they have completed additional training to fulfil this role. Updated 30/4/21. Miss Acres will be responsible for monitoring and recording of any safeguarding concerns and for ensuring that all concerns are shared with the appropriate statutory authorities. All Teachers and any teacher teaching on behalf of Dancing Dimensions are fully qualified with accreditation from appropriate bodies, hold a first aid qualification and are DBS checked. Our full safeguarding policy can be found on our website www.dancingdimensions.co.uk

New pupils must fill out a registration form and Parents/Guardians must provide emergency updated contact numbers, collect on time and fill all registration forms including SEN, Care plans, Allergies, Wellbeing (anxious etc) Hypomobility to attend classes. Everyone must read and sign to say so our policies/procedures and consent form. All these can be found on our website www.dancingdimensions.co.uk these can either be filled in and downloaded and sent back via email or downloaded and filled out and returned in class.

Invoicing

Once you have attended your free taster session and have registered to continue classes an invoice will be issued for half a term. Fees must be paid in full by the first week of term. You will be invoiced via email so please check all inboxes. Any fees not received by this time will incur an extra administration charge. If fees are not paid by the end of half term, you will lose your child's place until fees are paid.

Refunds or cancellations

No refunds are given to missed classes due to illness, holidays, or appointments. Fees must be paid in full. For any reason a class is cancelled due to illness or weather conditions we will try to reschedule if possible or the refund will be taken off the next half term's invoice.

Giving Notice

We require a half term's notice, via email if your child wishes to terminate with a class. We require this notice in case we have to make changes to the class, timetable which could impact on hall charges and staff wages.

If we do not receive the required notice an invoice will be raised for the following half term which will have to be paid.

Uniform

Please ensure your child wears the correct uniform. We have a uniform list available on our website with a link which will take you to a local dancewear shop Porselli in Norwich. You will be able to either order online or go into the shop to purchase the uniform. It is important especially when attending ballet and tap classes your child has the correct footwear. We do have second-hand ballet, tap shoes and leotards so please ask. You can easily find tap shoes on marketplace, eBay or Amazon which will be cheaper. No jewellery apart from small studded earrings to be worn in class. Correct footwear must be worn at all times. (no sandals or boots). Long hair must be worn in a bun for ballet or worn tied back for any other classes.

Pupils will be supervised during class time only, parents must ensure the safety of their children in the waiting, changing and toilet areas. Please ensure all young children have been to the toilet before their lesson starts. We ask ALL parents/guardians please use waiting areas during your child's lessons if they have them. Most of our venues unfortunately do not have waiting areas so please use the entrances and exits to drop and pick up children. We do not allow parents to watch normal classes this is so teachers can have the full attention of your child, and so your child can build confidence there will be opportunities throughout the year to see the children dance.

Dancing Dimensions at NO time tolerate abusive or inappropriate behaviour towards other students or teachers via social media, texts, emails or in class. If you have any issues regarding your child, please contact the teacher in person to discuss matters. Should the problem continue or cannot be resolved the student will be asked to leave the Dance school. Students with mobile phones who insist on bringing them into class will NOT be allowed to use during class time and be required to ensure they are on silent. Personal belongings which are brought to class are the child's responsibility not Dancing Dimensions.

Dancing Dimensions does not accept liability for personal injury to any child attending class, with the exception of such injury being caused by negligence or default of any member of staff. Please inform Teacher of any injuries made outside Dance. An incident book and first aid kit are available at each venue.

Some physical contact with students may be required by dance teachers (especially Cheer) to ensure correct dance technique or tumble, stunt technique.

Please sign below to confirm you have read our policies and procedures policy.

Name _____

Signature _____

I confirm I am the Parent/Guardian _____ (enter students name)