

## HEALTH AND SAFETY POLICY

**School:** Cartwright Dance Collective

**Website:** [www.cartwrightdancecollective.com](http://www.cartwrightdancecollective.com)

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**Phone:** 07788 763196



Our Health & Safety Policy is to help you understand what measures we currently have in place to ensure the safety and wellbeing of our staff and students during their time with us, so you can rest assured in the knowledge we do our utmost to always protect your child.

## HEALTH AND SAFETY OFFICER

**Name:** Kim Cartwright

**Job Title:** Dance School Owner

**Email:** [cartwrightdancecollective@hotmail.com](mailto:cartwrightdancecollective@hotmail.com)

**Phone:** 07788 763196

This is the person responsible for managing our health and safety policy, reviewing, and updating it annually, and will also be able to chat through any questions or concerns you may have.

## CHILD PROTECTION

We believe that children have the right to be safe and secure and free from threat, regardless of gender, ethnicity, disability, sexuality, or beliefs. We have an explicit duty to safeguard and protect children from abuse as defined in the The Children and Young People (Scotland) Act 2014. Please see our Safeguarding Policy for more details.

Everyone at our dance school shares an objective to keep children, young people, and vulnerable adults safe by:

- Providing a happy and safe environment where children can learn to dance.
- Acting with integrity, treating children with respect, listening to their concerns and if deemed necessary acting upon them.
- Identifying and responding to children, young people and vulnerable adults in need of support and/or protection.
- Supporting children's development in ways which will foster a sense of self-esteem and independence.
- Fostering a learning environment in which every pupil feels valued and able to articulate their wishes and feelings in their preferred method of communication in an atmosphere of acceptance and trust.
- Ensuring that students will receive professional tuition from a qualified teacher with appropriate facilities following safe practice.

Toilets are located within the studio space. Children will be accompanied to the toilet by an appropriate adult if they require assistance to dress or undress, the adult will then step outside the toilet space until the child is finished and enter again to offer support if required. All children and young people will be expected to approach their parent/carer/dance teacher to request to go to the toilet whenever required.



## **STAFF TRAINING**

It is a requirement that our staff hold an up-to-date Protective Vulnerable Groups (PVG) Membership with Disclosure Scotland. Each staff member will also have a First Aid Training Certificate which will be required to be updated every 3 years. All staff hold appropriate qualifications from their accreditation bodies and will complete the relevant continued professional development for their role. Every staff member will hold suitable insurance and the Dance School has the sufficient Employers Liability and Public Liability insurance.

Cartwright Dance Collective host regular training sessions to ensure the highest quality control. It is important to us to make sure that dance moves are explained using language that children and young people understand or demonstrate the moves to them to make sure that they understand what they need to do.

All our staff are regularly consulted about the school's policies and procedures, including safety measures, safeguarding, and reporting requirements.

## **COMING TO AND FROM CLASSES**

Parents/carers should arrive to the building no more than 5 minutes before class is due to start. Students below the age of 12, should not be left in the building until the teacher has invited them into the lesson. All students should be collected from class as soon as it has ended. If a parent/carer is running late the student will be kept with their teacher - please phone ahead to let us know if you are running late.

No student under the age of 12 should be dropped off and allowed to enter the building alone, unless otherwise arranged and agreed with our team.

## **DURING CLASS**

All students are registered within the first few minutes of class time. All staff members have access to our electronic registers, which also include any relevant medical information and Individual Risk Assessments.

Class timetables are arranged according to the age and ability of the students, and class structures are arranged so that students are warmed up at the beginning of class and given time to cool down at the end.

Students are reminded to eat properly before (but not immediately before) class, they may bring a small bottle of water in a non-spill bottle to each class and will be given sufficient break time during class to rest and stay hydrated.

Students must always wear appropriate clothing and footwear during classes, it should not be restrictive, uncomfortable, revealing and footwear should be properly fitting.

- No outside clothing is allowed during class, only dance school uniform, unless otherwise agreed.

- No jewellery is to be worn in class at any time.
- Hair must be neatly tied back in a bun or pony tail depending on the class.

Teachers ensure that studio spaces are free of hazards, and sufficiently clean. Both staff and students must be reminded of personal hygiene, hands should be regularly washed especially after using the toilet. Due to the nature of our physical activity, dance clothing should be washed after use.



## **FIRST AID**

There will always be a minimum of one member of staff present with a minimum of a one-day Emergency First Aid qualification. We also have a designated First Aid Kit and Accident Report book. These will be checked every 6 months and supplies replaced as necessary.

Teachers are not responsible for the safety and wellbeing of students outside of the dance class or during any online classes we may run. Parents/carers must ensure their children act safely and respectfully outside of the class or during online classes and ensure students are dressed appropriately when arriving, participating in class, or leaving the building.

Our teachers are committed to safe practice whilst teaching in all capacities, but students partake at their own risk. Whilst every care is taken to reduce the risk of injury and infection, the school does not accept responsibility for any injury or infection caused either within or outside of the dance class.

Parents/carers or students must inform their teacher of any existing injuries, medical conditions/needs (e.g. Asthma, use of an EpiPen or diabetic monitoring) or any if they/anyone in their family are showing symptoms of infection. In an emergency all teachers are first aid trained, they will make direct contact with parents and will call an ambulance if necessary.

## **FIRE SAFETY**

All studios have clearly marked fire exits, and a meeting point has been established outside the building. Should there be need to evacuate, anyone on the premises will be asked to leave their belongings and calmly leave the building, convening at the meeting point for registration. There will be fire evacuation drills every 6 months.

All staff are familiar with our fire safety procedures and there are appropriate fire extinguishers and fire blankets in accessible positions.

There is strictly no smoking permitted in the building or on site. All staff equipment has been PAT tested and we run our power cables to the nearest access points, out of reach of students.

We are committed to reviewing our policy and good practice annually. This policy was last reviewed in June 2025 and will be reviewed again June 2026.

**Name:** Kim Cartwright

**Job Title:** Dance School Owner

**Signature:** *K. Cartwright*