



### **Health and Safety Policy**

Step In Time School of Performing Arts takes seriously their responsibility to ensure the safety of their students.

- All parents must complete a Registration Form when joining us via Class Manager, with clear information regarding emergency contacts and any relevant medical history.
- A copy of primary and emergency contact numbers will be kept on class registers both on Class Manager and hard copy kept by the School Principals.
- It is the parent's/guardian's responsibility to notify us of any changes to their emergency contact details.
- In case of a fire emergency, all teachers have a clear understanding of procedures to follow.
- We will undertake regular assessment of risks regarding our hired premises and any concerns will be raised with Roberta Knox who will then action with the relevant caretaker.
- It is our responsibility to ensure there is a fully equipped first aid box within the building. In case of an incident, an accident report must be completed, and a copy given to parent/guardian on collection.
- There will always be a first aider available on site.
- If required we will contact the emergency services first, then the parent/guardian of the student(s) involved, using the telephone number on the class registers.
- Parents understand that Dance is an active sport and injuries can happen and we accept no responsibility for injuries sustained via any means other than a teacher's negligence.
- Students will be supervised during class time only and parents/guardians must ensure the safety of their children in the car park, waiting, changing and toilet areas.
- We accept no responsibility for children and young adults using the grounds around our hired studios.
- Students or parents/guardians should inform the teacher of any special health considerations or existing injuries before participating in class.
- Shoes must be worn when using the toilet facilities.
- Students should not wear any jewellery that may pose a risk to themselves or others (stud earrings and jewellery worn for religious or cultural reasons are acceptable).
- No food (or chewing gum) is allowed outside the designated areas. Water is permitted in bottles with a secure cap.
- Sufficient warm up and cool downs will be included in all lessons – this aims to avoid injury and will speed up recovery process.

#### **First Aid Procedure**

All Step In Time staff are first aid trained. It is understood that first aid will be administered to students when deemed necessary and serious accidents and injuries will be recorded in the accident

book. In the case of an emergency, and if the parent/guardian is absent, it is understood that teachers will act as loco parentis where necessary.