

HEALTH & SAFETY POLICY

To ensure the effective running of Upahaar School of Dance and to protect all individuals connected with the school, it is essential that the following health and safety measures are read, respected, and adhered to at all times:

1. All parents must complete an Admission Form when joining the school with clear information regarding emergency contacts and any relevant medical history.
2. A copy of primary and emergency contact numbers will be kept on the class register.
3. It is the parent's responsibility to notify the school of any changes to their emergency contact details.
4. In case of a fire emergency, all teachers have a clear understanding of procedures to follow.
5. The School will undertake regular risk assessment regarding our premises and any concerns will be raised with the owners.
6. It is the school's responsibility to keep a fully equipped First Aid Box within the premises. In case of an incident, an Accident report will be completed, and a copy will be sent to the parent/guardian.
7. The school will ensure that a first aider will be available in the event of an emergency.
8. If required the school will contact the emergency services first, then the parent/guardian of the student(s) involved by the telephone number on the class registers.
9. Parents/guardians must understand that dance is an active sport and injuries can happen. The school accepts no responsibility for injuries in any means other than due to a teacher's negligence.
10. It is the responsibility of parents and guardians to inform the school regarding any special health considerations or existing injuries that their child has when they enroll.

11. The school must be updated if the health of their child changes in any way that may affect their participation in lessons or the ability of staff to care for their child.
12. Parents and guardians must ensure that any medication that their child takes to help them with a particular condition is available to them during lessons.
13. Pupils 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.
14. We hold no responsibility for children and young adults using the grounds around the building.
15. Parents must be responsible for ensuring their child's punctuality.
16. The prescribed dress code must be observed at all times to ensure safe dance practice.
17. Shoes must not be worn inside the studio to protect the floor and for health and safety reasons.
18. Shoes must be worn when using the toilet facilities.
19. Pupils should not wear any jewelry that may pose a risk to themselves or others (jewelry worn for religious or cultural reasons are acceptable).
20. No food (or chewing gum) is allowed in the studio, without the permission of the teacher. Water is permitted in cap bottles.
21. No child will be allowed to leave the studio with anyone other than a parent unless confirmed with the teacher prior to class either verbally or via email.

We are committed to reviewing our policies and procedures annually.

This policy was created on 5th October 2020.