

## **CLASS POLICIES (GENERAL) – SEPTEMBER 2023**

### **INTERNET AND SOCIAL MEDIA**

At shows, competitions and similar public events, photographs may be taken and published on the East Sussex Dance website and social media pages. Photographs and videos will always be chosen responsibly and will never include a child's name, with the exception of outstanding individual achievements where the parent is happy for their child to be named.

### **CLASS FEES**

As stated on the fees document, class fees are due during the first week of each half term via BACS to East Sussex Dance or cash in a named envelope.

The fees document which includes payment deadline dates and prices for all classes is regularly updated and can always be found online at [www.eastsussexdance.com/fees.pdf](http://www.eastsussexdance.com/fees.pdf).

Late fees incur a £10 administration charge which should be paid with the late fees.

In the case of government imposed lockdown, any prepaid classes will automatically move across to Zoom.

If for any reason a student is unable to continue with their class, **four weeks written notice or the equivalent in fees is required.**

### **CLASS CANCELLATION**

When a teacher is unwell, we will always endeavour to find another teacher to cover the class. Where this is not possible, credit will be carried across to the following term and the fees document will be updated accordingly.

Where adverse weather conditions result in class cancellation, sadly we cannot offer a refund but where suitable we may offer students an alternative class to attend.

### **DRESS CODE**

Whilst we do not insist on a uniform for our classes, dancewear should be appropriate to the genre of dance the student is participating in:

**Ballroom & Latin**                      Leotard/top and Practice Skirt                      OR              T shirt and dance trousers

Girls Under 12 : Latin sandals with a regulation "block" heel, preferably white

Girls Over 12 : Court shoes for Ballroom, Latin sandals for Latin, **heel height as agreed with their teacher**

Boys : Black "Oxford" Ballroom shoes, plus Black Latin shoes if desired

**Disco, Contemporary, Street**      Leotard/top and Leggings                      OR              T shirt and Jogging bottoms

Black Jazz shoes or Black Dance Sneakers

Hair should be tied back at all times.

No hoop earrings or jewellery which could present a hazard when dancing.

*East Sussex Dance T shirts may be purchased to be worn in class – please ask your teacher.*

# CHILD PROTECTION POLICY

It is the policy of East Sussex Dance, wherever reasonably practical, to safeguard its members from physical, sexual and emotional harm while participating in school activities. We take all reasonable steps to ensure that, through relevant procedures and training; children do so in a safe environment. To protect the well being of children in our care, we would ask you to be fully aware of the following points:

- Classes for children held by East Sussex Dance take place in public buildings with general access and we strongly recommend that parents or guardians check with those responsible for these premises as to their own safety procedures.
- We respectfully request that parents or guardians be responsible for escorting young persons under the age of sixteen to and from the venues. Any special permissions should be given in writing.
- Parents and guardians should be aware that the styles of dance taught at East Sussex Dance necessitate physical contact between teacher and pupil; if this is not acceptable, the teacher must be notified in writing.

## CODE OF PRACTISE

1. All staff within the school are vetted and have been checked through the DBS
2. The staff of East Sussex Dance do not discriminate and offer equal opportunities to all pupils.
3. The staff hold qualifications relevant to the training they undertake with pupils and are covered by full Public Liability insurance.
4. We undertake to ensure that halls used for tuition are safe to use and suitable for the teaching of dancing.

## PROCEDURES

### Illness/Accidents

1. In the event of illness of pupils under the age of sixteen, prescribed medicines will only be given where permission has been given by the parent/carer.
2. In the event of an accident in class, first aid will be given and medical assistance sought in cases where it is reasonably deemed necessary.
3. Parents or guardians who will not be present during classes should make full contact details available.
4. Details of any accident will be noted in the accident book.

### Competitions

1. Written parental consent is necessary for all pupils taking part.
2. We respectfully request that parents or guardians are responsible for their children's well being throughout the day.
3. It is suggested that if there is concern, that parents or guardians could contact the management of the competition venue to ascertain their safety procedures.

### Shows

1. Written parental consent is necessary for all pupils taking part.
2. Chaperones will be allocated at a maximum of 12 children per adult, ideally less and their own child should be within the group they are overseeing.
3. Specific guidelines will be issued for each show.

### Complaints

In the event of a complaint against East Sussex Dance, this should be made in writing to:

East Sussex Dance Ltd, c/o 20 Chandlers Mead, Cooksbridge, BN8 4SZ