



Dexterity Policies

V3 Sept 18

To be a member of Dexterity you must have registered and completed an annual code of conduct agreement. Your behaviour will be monitored whilst being a member of Dexterity.

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Child Protection Policy

It is the aim of Dexterity, in co-operation with the parents/Guardians, to ensure the provision of safety and protection to all of the children and young adults whilst in our care. We aim to provide a safe and happy environment where our students can study dance, martial arts and any other physical or creative subject that we may offer.

This policy applies to all staff - teachers, volunteers, visiting artists or teachers and anyone working on behalf of Dexterity.

In this policy the "student" will mean all members of Dexterity under the age of 18 or venerable adult.

The purpose of this policy is:

- 1/. To protect the students and young people who receive Dexterity's services.
- 2/. To provide staff and volunteers with clear principles and procedures that guide Dexterity's approach to child protection.

Dexterity will always ensure:

- 1/. All teachers are appropriately qualified with full accreditation from appropriate bodies
- 2/. All teachers employed by Dexterity are regularly trained in First Aid/There are always at least 2 fully trained First Aiders on the premises while classes are being run.
- 3/. All people coming into contact with students must hold Enhanced Criminal Records checks and in the case that this is not possible, those people will always be supervised by a staff member who is suitably checked.

We recognise that:

- 1/. The welfare of the students is paramount.
- 2/. All students, regardless of age, disability, gender racial heritage, religious belief, sexual orientation or identity, have equal rights to protection from any type of harm or abuse.
- 3/. Working in partnership with students, parents/carers and other appropriately qualified people is essential in promoting young people's welfare.

We will seek to keep students safe by:

- 1/. Valuing them, listening to and respecting them.
- 2/. Adopting Child Protection practices through procedures and a code of conduct for staff and volunteers (Please see Teachers Code of Conduct)
- 3/. Providing effective management for staff and volunteers through supervision, support and training.
- 4/. Recruiting staff and volunteers safely, ensuring all necessary checks are made.

- 5/. Sharing information about child protection and good practice with children, parents, staff and volunteers.
- 6/. Sharing concerns with agencies who need to know and involving parents and students appropriately.

All staff and official volunteers are checked by the Criminal Records Bureau and hold full Enhanced Disclosures. The nature of teaching dance and martial arts means that teachers will on occasion need to physically adjust, guide and correct students. There is a “hands on approach” to coaching. This touching is always respectful and never unexpected.

Health and Safety Policy

Dexterity takes seriously their responsibility to ensure the safety of their students. All students must complete a registration for at the beginning of each academic year providing clear information about emergency contacts and any relevant medical information.

- 1/. It is the parent/carer's responsibility to notify Dexterity of any changes to emergency contact details.
- 2/. In case of a Fire Emergency all teachers have a clear understanding of responsibilities. The procedures of the building in the event of a fire will be made clear to both students and staff at least twice annually through verbal reminders to students and staff training.
- 3/. Dexterity will undertake regular assessment of risk regarding the premises and equipment.
- 4/. Dexterity will ensure that all staff/volunteers are suitably qualified/trained for the roles that they undertake within the organisation.
- 5/. It is the responsibility of Dexterity to keep a fully equipped First Aid Box on the premises. In case of an incident an incident/accident report must be made. All students are encouraged to carry their own minimal first aid kit for plasters and elastic bandages. Dexterity will provide reusable ice packs.
- 6/. If required Dexterity will call the emergency services first, then the Parent/career of the student involved using the telephone numbers provided on the Registration Form.
- 7/. If your child is more than 5 minutes late to class they may not be able to participate in the class until they have completed a safe and appropriate warm up.
- 8/. Parents understand that dance/martial arts are as active engagements as any sport and whilst every effort is made to avoid them, injuries can happen. The school accepts no responsibility for injuries sustained via any means other than a teacher's negligence.
- 9/. Students will be supervised during class time only – There is ‘light touch’ supervision in the common room and kitchen areas.
- 10/. Students/parents must inform the teacher of any special health considerations or existing injuries before participating in class.

- 11/. Dress code must be observed at all times, particularly footwear for safe practice. Only indoor dance shoes/bare feet to be worn in the studios to protect the floor for health and safety purposes.
- 12/. No jewellery to be worn in class that may pose a risk to themselves or others (stud earrings and jewellery worn for religious or cultural reasons may be acceptable)
- 13/. No food is allowed in the studios. Water is permitted in capped bottles.

Break Policy

Many students have breaks in between classes or arrive early for classes. This is fine, but parents must accept that although there is often adult supervision for these students, this is by no means guaranteed and parents must understand that Dexterity does not take responsibility for students that are not in class under the care of a teacher. For this reason, all students must adhere to the student Code of Conduct and parents are advised to accompany their younger children to their classes.

Selection Policy

While students will often be placed in classes with their peers or friendship groups, the teaching staff retain the right to group students according to their ability and individual physical development. This is essential in order to maintain the safe development of the students' body and skills in order to safeguard from injury.

Uniform Policy

Students must wear uniform when representing Dexterity outside of school and when necessary inside school during training. Where possible students are asked to train in black leotards/unitards, tights/joggers etc with Dexterity T-shirts. Students must also ensure that they wear warm and appropriate clothing before, after and in between classes to ensure they do not sustain unnecessary injury. Footwear or bare feet must be appropriate for the style of dance (ask the teacher if unsure of the recommendation) so that students are safe and cannot cause damage to themselves, somebody else or the floor.

Collecting Your child

All parents/careers must come into the school to collect their child if they are under 12 years of age. Young children will not be allowed to walk out into the car park by themselves to find parents unless that child is accompanied by a sibling aged 12 years or older.

Waiting Areas

All people using the waiting areas, kitchen, common rooms, toilets, study room must show respect for all other members of Dexterity. Please ensure that all conversations are "child friendly" - the use of bad language is unnecessary.

Please note that these areas are for Dexterity members only.

If an adult should find themselves in an area alone with a child (eg in the kitchen or common room) please make your way back to reception so that neither of you are at risk.

Smoking Policy

Dexterity has a no smoking policy and smoking is not permitted either inside the premises of the school or outside in the grounds. There are health hazard with both smoking and passive smoking which Dexterity does not wish to encourage.

Confidentiality Policy

Dexterity respects the privacy of all their students and will treat the information given on the annual Registration Form with the greatest confidentiality. This information will not be disclosed to a third party.

Complaints Policy

We are always keen to hear feedback from students and parents/carers and we value new ideas and input. In the event of a complaint please use the following procedure:

- 1/. Parents/carers should register their issue with the staff members at the desk during class who will report any problems to Estha Jones. Estha will then address any issues and reply to the parent/career within the week.
- 2/. Students who have any issues must communicate directly through their teacher who will listen to any complaints and try to address the issues. In the unlikely event that a student needs to complain about a teacher or feels uncomfortable speaking to their teacher, they can approach Estha Jones directly who will be pleased to help resolve any issues.

Public Liability Insurance

Estha Jones and Dexterity have public liability insurance and the Certificate is displayed in the information which is available during class time. Any visiting teacher who teaches at Dexterity will either be covered by this insurance or by their own personal insurance.

Fire Evacuation Policy

In the event of the fire bell sounding, teachers will guide the students out the nearest fire exit and students and teachers will meet outside in the car park area.

Students must always sign in and out in reception so the fire officer is aware who is in the building at all times.

Photography/Video Policy

Photography and the use of video recordings are used as teaching tools during many of the classes. These are an important tool for staff to use when teaching. This footage and photos taken during classes or shows may also be used by Dexterity to promote classes on social media and for press purposes. If there is a reason that a student's image should not appear in the public domain, it is essential that this is declared on the Image Release Declaration Form to be filled out when registering the student.

Social Media and Mobile Phone Policy

Students and parents are only allowed to film or photography dancers at the express permission of the teacher in charge. There should be NO posting of any Dexterity material on any social media network. Any footage collated to use as a support teaching tool may never be shared on any media platform.

We are committed to reviewing our policies and good practice annually.

This policy was implemented in April 2016.

Version 2 April 2017

Version 3 September 2018.

Due to be reviewed and updated September 2019.