



INFORMATION PACK

CDC Dance Ltd
153-155 High Street
Kings Heath
Birmingham
B14 7DG

www.cdcdance.co.uk

Welcome Letter!

Dear parent/guardian

On behalf of everybody involved with the school, I would like to take this opportunity to welcome you and your child to **CDC DANCE**. We offer a wide range of dance, acrobatics and fitness classes for children and adults of all ages, needs and abilities; all of which allow students to increase health and wellbeing and develop social skills and confidence. The skills learnt in many of the classes work towards IDTA rosettes, medals & grade examinations, charity fundraising performances for family & friends, & we often perform at local events. The key focus, however, is that every student, every week, has heaps of... **FUN!!!** All pupil's achievements are recognised & we take great pride in awarding a Star of the Week (trophy & certificate) in each of the younger pupil's sessions. Parents/carers are politely requested not to watch the classes as it can be distracting for the pupils & teachers, instead you're encouraged to drop your child off & collect at the end.

We have a website: www.cdcdance.co.uk which provides class and fee details in downloadable formats, updates, event information, dance school diary, online uniform/shoe shop & photo gallery. The website is being continually developed so please check back regularly.

Additionally we use ThinkSmart Customer Portal – an app similar to those used by schools. If your child has enjoyed their taster session & wants to join, please register their membership using the link sent to you by email. A sliding scale membership fee, which contributes to insurance, music license & the dance school's Association membership for the remainder of the calendar year, will need to be paid when you complete the online membership. The fee is £18 when renewing or joining in January, & it reduces by £1.50 per month throughout the year. The membership process includes setting up your GoCardless direct debit mandate on your customer portal so payment for membership will be collected by DD. Everyone then renews membership for the next year in December, ready for the new term/year in January.

Our Terms of Business, class times & fees are detailed on the website. The 2nd sibling attending classes benefits from a discounted rate & I teach the 3rd sibling in every family for **FREE!**

The first session is absolutely **FREE!** Afterwards, payment is monthly in advance, as this makes for smoother and more timely running of classes (you pay cash/card weekly after first free trial class, for the first month). When you complete the online Membership process for your child, you will be asked for your details to set up the monthly Direct Debit via GoCardless. The ThinkSmart Customer Portal is able to process all DD payments received & produce your receipt – invoices & receipts can be accessed on the Portal whenever needed. Monthly fees are collected on the 28th of each month, for the following month. Your monthly payment will be calculated as follows: **(Weekly Class Fee x 40 weeks) / 12 months + £2 per month admin fee** Additionally, a £2.50 per family, per month, administration fee is applicable

The dance school has a Facebook page & Instagram profile, which we use to share photos (including each Star of the Week winner) and ideas, and keep everyone abreast of information relating to classes, activities & events, as well as give pupils/parents an alternative way to contact me with general queries or to inform us if you/your child won't be able to make your classes. Please 'Like' the page <https://www.facebook.com/CDCDanceLtd/> & follow us <https://www.instagram.com/cdcdanceltd/> I also use my CRM system email and SMS for communication & updates, in a bid to be more efficient and environmentally friendly. The online membership form therefore requests contact details for these mediums.

The dance school has a uniform, the options for each class group are detailed on the class info, downloadable from the website, & everything is available via www.cdcdance.co.uk/shop All CDC branded items are held in stock at the studio, shoes & leotards (all non branded items) are sent directly from the supplier to you, the customer.

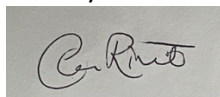
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CDC DANCE is fully committed to safeguarding and promoting the well-being of all students and staff/ volunteers associated with us. Please ensure that you read and understand the policies and procedures in this info pack.

I will greatly appreciate your co-operation with each of the guidelines outlined above, as it aids the smooth, smart and safe running of the school. If you have any queries, please do not hesitate to contact me via the website, mobile (07740 683 730), by email: claire@cdcdance.co.uk, or on social media. Finally, I hope you/your child's time at dancing will be both enjoyable now, and beneficial in later life.

Thank you in advance for your support,



Claire Rinet
Principal Dance Teacher

Statement of Understanding

- Please tick (✓) this box to confirm that you have read the information pack and understand their contents
- Please tick (✓) this box to confirm that you have discussed, where relevant, the details with your child
- Please tick (✓) this box to confirm that you agree to adhere to our policies and procedures

Your name:

Child's name:

Signed:

Dated:

Policies and Procedures (contained within the Information Pack)

Document	Details
Statement of Understanding	Ensures that parents/guardians of students have read and understood the relevant policies and procedures and agree to adhere to them
Child Protection Policy and Guidance	Policy and process to meet safeguarding legislation, including The Children’s Act 1989/2004
Health and Safety Statements	Applicable as per Health and Safety Regulations 1974
Data Protection Policy	Policy and process to meet data protection legislation, including The Data Protection Act 1998
Data Protection Consent	Policy and process to meet the new General Data Protection Regulations (effective 25 th May 2018)
Fire Safety Policy	Full procedure to comply with Fire Regulations 2005; usable in an emergency in the event of a fire or fire evacuation drill
Safe Touch Policy	To recognise and clarify that touch is needed in some classes (i.e. gym/dance) and the understanding of “safe touch”
Toilet Policy	To address the needs of younger children who may require support
Complaints and Whistleblowing Policy	Policy and process to meet legislation, including the Equality Act 2010
Photography/Recording Consent/Rules	Sufficiently detailed to comply with GDPR
Lockdown Policy	Lockdown is necessary when children and staff need to be locked within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.
Code of Conduct (Students)	Standards interlinked to the above policies
Code of Conduct (Parents/Guardians)	Standards interlinked to the above policies
Code of Conduct (Teachers/Staff)	Standards interlinked to the above policies

Staff Statement of Understanding

All our staff (both freelance and permanent), Trustees, volunteers, trainees, students and visitors will be expected to sign this Statement of Understanding as part of their terms and conditions relating to their employment or placement.

Please read the following documents and then acknowledge that you have done so by signing and dating next to each document in the table below. Please note that by signing below, you are agreeing to adhere to the documents and to take any action as required.

Document	Signature	Date
Child Protection Policy and Guidance		
Health and Safety Statements		
Data Protection Policy		
Data Protection Consent Policy		
Fire Safety Policy		
Safe Touch Policy		
Toilet Policy		
Complaints and Whistleblowing Policy		
Photography/Recording Consent/Rules		
Code of Conduct (Students)		
Code of Conduct (Parents/Guardians)		
Code of Conduct (Teachers and Staff)		

Child Protection Policy and Guidance

This document sets out the Child Protection Policy and Guidance for **CDC DANCE** which will be followed by all members of the group, including staff, volunteers and customers.

To promote best safeguarding practice during lessons, events, shows and rehearsals, we commit to:

- ensuring that **EVERY** teacher and helper (over 16 years old) has a valid DBS Certificate, undertaken and checked by us;
- ensuring that children's presence is recorded on the DanceBiz register for each session;
- ensuring that parents know and understand that we do **NOT** take responsibility for children in the waiting area before, after and between lessons; and
- provide the appropriate number of qualified chaperones during shows.

CDC DANCE knows that being a child/young person makes them vulnerable. The purpose of this Policy is to make sure that the actions of any adult in the context of the work carried out by us is transparent and to safeguard and promote the welfare of all children/young people.

If any parent or young person/child has any concerns about the conduct of any member of staff, this should be raised in the first instance with Claire Rinet, Principal Dance Teacher, 07740 683 730; or Philippa Bradshaw 07718 043845 (the independent, Designated Safeguarding Officer (**DSO**)).

The DSO should then advise and continue with the procedure below. If the DSO is not contactable, then the member of staff should follow the procedure below.

This Policy is written in accordance with The Children's Act 2004 and "Working Together to Safeguard Children" guidance 2015.

Principles upon which the Child Protection Policy is based.

- The welfare of a child or young person will always be paramount.
- The welfare of families will be promoted.
- The rights, wishes and feelings of children, young people and their families will be respected and listened to.
- Those people in positions of responsibility within **CDC DANCE** will work in accordance with the interests of children and young people and follow the Policy outlined below.
- Those people in positions of responsibility within **CDC DANCE** will ensure that the same opportunities are available to everyone and that all differences between individuals will be treated with respect.

Child Protection Policy

1. Immediate Action to Ensure Safety

Immediate action may be necessary at any stage of involvement with children and families. In all cases, it is vital to take whatever action is needed to safeguard the child/ren (i.e.:

- if emergency medical attention is required, this can be secured by calling an ambulance (dial 999) or taking a child to the nearest Accident and Emergency Department; and/or
- if a child is in immediate danger, the Police should be contacted (dial 999), as they alone have the power to remove a child immediately if protection is necessary, via a Police Protection Order.

2. Recognition of Abuse or Neglect

Abuse or neglect of a child is caused by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or more rarely by a stranger.

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when someone fabricates the symptoms of illness or deliberately causes ill health to a child whom they are looking after.

Emotional abuse is the persistent, emotional ill treatment of a child, such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve causing children frequently to feel frightened or in danger or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it may occur alone.

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. Sexual abuse may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic materials or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a parent or guardian failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Individuals within **CDC DANCE** need to be alert to the potential abuse of children.

CDC DANCE should know how to recognise and act upon indicators of abuse or potential abuse involving children. There is an expected responsibility for all members of staff to respond to any suspected or actual abuse of a child, in accordance with these procedures.

It is good practice to be as open and honest as possible with parents/guardians about any concerns.

However, you must not discuss your concerns with parents/guardians in the following circumstances:

- where sexual abuse is suspected;
- where organised or multiple abuse is suspected;
- where fictitious illness by proxy (also known as Munchausen Syndrome by proxy) is suspected; and/or
- where contacting parents/guardians would place a child, yourself or others at immediate risk.

What to do if children talk to you about abuse or neglect

It is recognised that a child may seek you out to share information about abuse or neglect or talk spontaneously (individually or in groups) when you are present. In these situations, you must:


- listen carefully to the child - **DO NOT** directly question the child;
- give the child time and attention;
- allow the child to give a spontaneous account - do not stop a child who is freely recalling significant events;
- make an accurate record of the information you have been given, taking care to record the timing, setting and people present, the child's physical appearance as well as what was said. Do not throw this away, as it may later be needed as evidence;
- use the child's own words where possible;
- explain that you cannot promise not to speak to others about the information they have shared;
- reassure the child that:
 - you are glad they have told you;
 - they have not done anything wrong; and
 - what you are going to do next.
- explain that you will need to get help to keep the child safe.
- do **NOT** ask the child to repeat his or her account of events to anyone.

3. Consulting about your concern

The purpose of consultation is to discuss your concerns in relation to a child and decide what action is necessary.

You may become concerned about a child who has not spoken to you, because of your observations of, or information about that child.

It is good practice to ask a child why they are upset or how a cut or bruise was caused or respond to a child wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action.

If you are concerned about a child, you must share your concerns. Initially, you should talk to one of the people designated as responsible for child protection within .

At **CDC DANCE**, this is Claire Rinet, Principal Dance Teacher, 07740 683 730; or Philippa Bradshaw 07718 043845. If either person is implicated in the concerns, you should discuss your concerns directly with Children's Services, Birmingham City Council (0121 303 1888).

You should consult externally with Children's Services in the following circumstances:

- when you remain unsure after internal consultation as to whether child protection concerns exist;
- when there is a disagreement as to whether child protection concerns exist;
- when you are unable to consult promptly (or at all) with your designated internal contact for child protection; and/or
- when the concerns relate to any member of the organising committee.

Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Children's Services or the Police should progress.

4. **Making a referral**

A referral involves giving Children's Services or the Police information about concerns relating to an individual or family, in order that enquiries can be undertaken by the appropriate agency, followed by any necessary action.

In certain cases, the level of concern will lead straight to a referral, without external consultation being necessary.

Parents/guardians should be informed if a referral is being made, except in the circumstances outlined above. However, inability to inform parents for any reason should not prevent a referral being made. It would then become a joint decision with Children's Services about how and when the parents should be approached and by whom.

If your concern is about abuse or risk of abuse from someone not known to the child or child's family, you should make a telephone referral directly to the Police and consult with the parents.

If your concern is about abuse or risk of abuse from a family member or someone known to the children, you should make a telephone referral to Children's Services.

Information required

Be prepared to give as much of the following information as possible. In emergency situations, all of this information may not be available. Unavailability of some information should not stop you making a referral.

You should be prepared to provide:

- Your name, telephone number, position and request the same of the person to whom you are speaking.
- The full name, address and telephone number of the family.
- The date of birth of the child and any siblings.
- Gender, ethnicity, first language and any special needs.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals known to be involved with the child/family (e.g. GP, Health Visitor, School).
- The nature of the concern and the foundation for them.
- An opinion on whether the child may need urgent action to make them safe.
- Your view of what appears to be the needs of the child and family.
- Whether the consent of a parent with parental responsibility has been given to the referral being made.

Action to be taken following the referral:

- Ensure that you keep an accurate record of your concern(s) made at the time.
- Put your concerns in writing to Children’s Services following the referral (within 48 hours).
- Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

5. Confidentiality

CDC DANCE should ensure that any records made in relation to a referral are kept confidentially and in a secure place.

Information in relation to child protection concerns should be shared on a “need to know” basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to a child’s need for protection.

If in doubt discuss with Children’s Services

Version number	3	Date	December 2024
Adopted on	22.5.18	By (full name)	Claire Rinet
By (signature)		Next review date	December 2025

Health and Safety Statements

CDC DANCE takes seriously their responsibility to ensure the safety of their students.

1. All parents must complete an online membership registration (www.cdcdance.co.uk/membership) when joining us, & renewed each January, with clear information regarding emergency contacts and any relevant medical history.
2. A copy of primary and emergency contact numbers will be kept on class registers, and in DanceBiz.
3. It is the parent's/guardian's responsibility to notify us 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. We will undertake regular assessment of risks regarding our premises and any concerns will be raised with Claire Humpidge, Principal Dance Teacher.
6. It is our responsibility to keep 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.
7. There will always be a first aider available.
8. If required we will contact the emergency services first, then the parent/guardian of the student(s) involved, using the telephone number on registers/stored in DanceBiz.
9. Parents understand that dancing and acrobatics are active sports and injuries can happen and we accept no responsibility for injuries sustained via any means other than a teacher's negligence.
10. Students will be supervised during class time only and parents/guardians must ensure the safety of their children in the waiting, changing and toilet areas.
11. We accept no responsibility for children and young adults using the grounds around the building.
12. Students or parents/guardians should inform the teacher of any special health considerations or existing injuries before participating in class.
13. Shoes must be worn when using the toilet facilities.
14. 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).
15. No food (or chewing gum) is allowed during class times. Water is permitted in bottles with a secure cap.

You can contact us during lesson times on 07740 683 730 or in case of an emergency call Philippa Bradshaw 07718 043845

If you wish to contact us outside of lesson times, please e-mail claire@cdcdance.co.uk

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Adopted on	22.5.18	By (full name)	Claire Rinet
By (signature)		Next review date	December 2025

Data Protection Policy

This Policy describes how personal data must be collected, handled and stored to meet our data protection standards and to comply with the law.

Data Protection Law

The Data Protection Act 1998 (DPA) and General Data Protection Regulation (GDPR) (EU) 2016/679 describe how organisations, including ours, must collect, handle and store personal information.

These rules apply regardless of whether data is stored electronically, on paper or on other materials. To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully. Under GDPR, the data protection principles set out the main responsibilities for organisations.

Article 5 of GDPR requires that personal data shall be:

- (a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- (b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes. Further processing, for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, shall not be considered to be incompatible with the initial purposes;
- (c) adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed;
- (d) accurate and, where necessary, kept up to date. Every reasonable step must be taken to ensure that personal data that is inaccurate (having regard to the purposes for which it is processed) is erased or rectified, without delay;
- (e) kept in a form which permits identification of data subjects for no longer than is necessary, for the purposes for which the personal data is processed. Personal data may be stored for longer periods, insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, subject to implementation of the appropriate technical and organisational measures required by GDPR, in order to safeguard the rights and freedom of individuals; and
- (f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Article 5(2) requires that “the controller (**CDC DANCE**) shall be responsible for (and be able to demonstrate) compliance with the principles.”

Policy Details

Staff and volunteers have a responsibility to respect the nature of any confidential information divulged to them, in the context of their work with us. Claire Rinet, Principal Dance Teacher, has overall responsibility for ensuring compliance with this Policy and with the DPA/GDPR and for ensuring that staff and volunteers are trained in and follow the guidelines in this Policy.

Any personal or sensitive information held by us is held because consent has been given in the form of (1) the Data Consent Form and (2) the Photography/Filming Consent Form. In each of these documents it is stipulated why the information is needed and what it will be used for.

Responsibilities

Everyone who works for or with us has a responsibility for ensuring that data is collected, stored and handled appropriately. Each person who works for us and who handles personal data must ensure that it is handled and processed in line with this Policy and data protection principles. However, these people have key areas of responsibility:

Claire Rinet, Principal Dance Teacher, is ultimately responsible for ensuring that we meet our legal obligations.

The **Data Protection Officer** is responsible for:

- reviewing all data protection procedures and related policies annually;
- handling data protection questions from staff and anyone else covered by this Policy;
- ensuring that all systems, services and equipment used for storing data meet acceptable security standards;
- performing regular checks to ensure security is functioning properly;
- ensuring any third-party services that we use to store/process data conforms to GDPR;
- dealing with requests from individuals to see the data held by us about them (also called “subject access requests”); and
- approving any data protection statements attached to communications, such as e-mails and letters.

Confidentiality and the protection of staff and volunteers

The DPA/GDPR applies to data relating to staff, job applicants and volunteers. It covers data held on computer and on paper.

Under the terms of the Act/GDPR data must be:

- held with express consent;
- needed for the performance of the undertaking or contract;
- necessary, in order to comply with a legal obligation;
- necessary to protect the member of staff or volunteer from some life-threatening matter;
- necessary for the purposes of the legitimate interests of the data controller.

In addition, personal data must be:

- adequate, relevant and not excessive in relation to the purposes for which it is processed (e.g. personnel files should not contain out of date or superfluous material) and should be regularly reviewed;
- accurate;
- not kept longer than necessary for the purposes for which it is processed; and
- kept securely to protect against unauthorised or unlawful processing or accidental loss or damage.

Records held relating to a member of staff/freelance worker may include:

- references and information obtained during recruitment;
- payroll, tax and national insurance information;
- job duties and responsibilities;
- health records;
- absence and holiday records;
- any disciplinary investigations and proceedings; and/or
- contact names and addresses.

We will store the following data in relation to students and/or parents/guardians:

- online membership registration forms (including personal and contact details);
- photographs/videos (as per Photography/Filming Policy);
- observational notes on performance/progress of the students;
- safeguarding concerns.

To comply with GDPR guidelines, personal data will not be kept for longer than is necessary.

To comply with the DPA, we agree to:

- store personally Identifiable data, recorded on paper, securely in a locked drawer or filing cabinet, which is behind at least one locked door;
- store personally Identifiable data, recorded on a computer/device securely, ensuring at least two passwords and encryption, where possible;
- consider the purpose or purposes of why we hold the information and decide whether (and for how long) it needs to be retained;
- we will securely delete (or shred any hard copies of) information that is no longer required; and
- updating, archiving or securely deleting information every two years.

Sharing of Data

Information held will be used for our purposes only. However, from time to time, data may need to be disclosed to third parties to comply with legal obligations (e.g. for the Inland Revenue or local authority safeguarding team), or with examining bodies when entering dancers for (e.g.) grade examinations.

Please note that any data sent out by us remains our responsibility. We must, therefore, ensure that the information that we are sending is going to the correct recipient and we must also be mindful of what is being sent.

General Staff Guidelines

- The only people able to access data covered by this Policy should be those who need it for their work.
- Data should not be shared informally. When access to confidential information is required, members of staff can request it from Claire Humpidge, Principal Dance Teacher.
- Members of staff should keep all data secure by taking sensible precautions and following the guidelines.
- In particular, strong passwords must be used and they should never be shared. A strong password can contain a mixture of uppercase and lowercase letters, symbols and numbers (e.g. Pa55w0rd!).
- Personal data should not be disclosed to unauthorised people, either within the company or externally.
- Data should be regularly reviewed and updated as necessary.
- Staff should request help from the Data Protection Officer if they are unsure about any aspect of data protection.
- Staff's personal devices should not be used to hold/store data, **unless** the Data Protection Officer has checked that it has the right level of security and has agreed the use of the device.

Data Storage

These rules describe how and where data should be safely stored. Questions about storing data safely can be directed to the Data Protection Officer. When data is stored on paper, it should be kept in a secure place where unauthorised people cannot see it.

These guidelines also apply to data that is usually stored electronically but has been printed out for whatever reason:

- When not required, the paper or files should be kept in a locked drawer or filing cabinet.
- Staff members should make sure paper and printouts are not left where unauthorised people could see them (e.g. on a printer).
- Data printouts should be shredded and disposed of securely when no longer required.
- Personal/sensitive data which is stored on USB storage devices must be encrypted – the Data Protection Officer can provide an encrypted USB device, if required.
- When data is stored electronically, it must be protected from unauthorised access, accidental deletion and malicious hacking attempts.
- If data is stored on removable media (like a CD or DVD), these should be kept locked away securely when not being used.
- Data should never be saved directly to laptops or other mobile devices (such as tablets or smart phones), unless said device is encrypted.
- All servers and computers containing data should be protected by approved security software and a firewall.

Data Use

Personal data is of no value to us, unless the organisation can make use of it. However, it is when personal data is accessed and used that it can be at the greatest risk of loss, corruption or theft:

- When working with personal data, staff members should ensure that the screens of their computers are always locked when left unattended.
- If personal data needs to be transferred to a party outside of the EU, adequate protection needs to be enforced to safeguard the information. This is because the Data Protection Policy and the GDPR guidelines are only applicable to members of the EU (and the UK who agreed to the guidelines upon leaving the EU).
- Staff members should not save copies of personal data to their own computers. Always access and update the central copy of any data stored.

Data Accuracy

The law requires that we take reasonable steps to ensure that data is kept accurate and up to date. The more important it is that the personal data is accurate, the greater the effort we will put into ensuring its accuracy.

It is the responsibility of all staff who work with data to take reasonable steps to ensure it is kept as accurate and up to date as possible.

- Data will be held in as few places as necessary. Staff should not create any unnecessary additional data sets (copies).
- Staff should take every opportunity to ensure that data is updated. For instance, by confirming a customer's details when they call.
- We will make it easy for data subjects to update the information that we hold about them. For instance, via the company website.
- Data should be updated as inaccuracies are discovered. For instance, if a customer can no longer be reached on their stored telephone number, it should be removed from the database.

Subject Access Requests

All individuals who are the subject of personal data held by us are entitled to:

- ask what information the company holds about them and why;
- ask how to gain access to it;

- be informed how to keep it up to date; and
- be informed how the company is meeting its data protection obligations.

If we are contacted by an individual requesting the information held by us, this is called a “subject access request”.

Subject access requests from individuals should be made by e-mail and addressed to the data controller at claire@cdcdance.co.uk

The data controller can supply a standard request form, although individuals do not have to use this. The data controller will always verify the identity of anyone making a subject access request before handing over any information.

Rights of Staff and Volunteers

A staff member or volunteer has the right to know what data is held about them and they are able to request an explanation as to the purposes for which information is held. They are also able to know the persons to whom it is disclosed and other details relating to processing. The staff member or volunteer must put any request in writing and have the right to have any inaccurate data corrected.

If any data is unlawfully used, the member of staff or volunteer can be compensated for damage caused by contravention of the DPA.

Claire Rinet, Principal Dance Teacher, is ultimately responsible for ensuring that we meet our legal obligations and we agree to ensure all requirements are met and any necessary amendments that are needed due to GDPR are adhered to.

Please note that the policy and procedures set out above do not form part of staff members’ contracts of employment or volunteers’ terms of engagement and may be changed by us in our absolute discretion at any time.

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These rules apply regardless of whether data is stored electronically, on paper or on other materials. To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully.

Confidentiality

The DPA/GDPR apply to data relating to customers. It covers data held on computer and on paper. Under the terms of the DPA/GDPR, data must be:

- held with express consent;
- needed for the performance of the undertaking or contract;
- necessary to comply with a legal obligation;
- necessary to protect the customer from some life-threatening matter; and/or
- necessary for the purposes of the legitimate interests of the data controller.

Will my data be kept private?

All your personal data will be stored securely and used only for the purposes for which it was obtained.

When completing the online **CDC DANCE** membership registration, the above Data Protection Policy is reiterated, & parents/guardians must confirm their understanding and provide consent by:

- Please tick (✓) this box to confirm that you have read and understood the above information
- Please tick (✓) this box to confirm that you agree to a record of you/your child's involvement with us (including personal data) being collected and stored by us

GDPR requires that you will only be contacted in relation to matters where you have given your consent

- Please tick (✓) this box to confirm that, in accordance with GDPR, you consent to being contacted by us in relation to any issue/s relating to us

Fire Safety Policy

1. General Statement

We take our fire and safety duties seriously and have formulated this Policy to help us comply with our legal obligations to staff, students and visitors under the Fire Safety Order (2005). These include the provision of a safe premises to conduct our business where fire safety risks are minimised. Due to its importance, this Fire Safety Policy forms part of our overall Health and Safety Policy. Our priority, at all times, is the safety of individuals.

To assist us in achieving a high level of fire safety we will ensure that:

- all staff, students and visitors are aware of our fire procedures; and
- the recommended number of fire evacuation drills are carried out so that everyone is aware of evacuation procedures and the fire assembly point.

It is our responsibility to ensure that staff, students and visitors are aware of their responsibilities, including providing new students with a fire safety document which outlines what to do in the event of a fire, highlights important fire safety points and informs them of the fire exits in the building.

2. Staff Duties

All staff have a duty to take reasonable steps to ensure that they do not place themselves or others at risk or harm. All staff members are expected to co-operate fully with any procedures that may be introduced as a measure to protect the safety and well-being of staff, students and visitors

3. Communication

All staff will be kept informed of any relevant changes to fire safety procedures or fire risk assessments.

4. Procedures

The following procedures are in place to ensure high standards of fire safety.

- Fire risk assessments have been undertaken (and are reviewed regularly) by the owner of the premises where we carry out our business.
- The fire evacuation procedure will be practised as recommended and a record will be kept of the date and the time taken to evacuate the building.
- It is noted that there are two distinct situations where different evacuations procedures are required, firstly, when students are in class and secondly, during break time and when students are out of their class. Evacuation procedures may be practised for both scenarios.
- Training will be provided, as necessary, to any staff given extra fire safety responsibilities such as Fire Marshals.
- All new and temporary members of staff will be given training on how to raise the alarm and the available escape routes. Regular staff will be given annual refresher training.
- All escape routes shall be clearly signed and kept free from obstruction at all times. Escape routes shall be checked regularly by the Health and Safety Officer of the owner of the premises where we carry out our business.

- Evacuation procedures are prominently posted and the owner of the premises where we carry out our business will ensure that all fire extinguishers are serviced and maintained annually by a suitable contractor.

If any staff member notices defective or missing equipment they must report it to Claire Humpidge, Principal Dance Teacher.

- Alarms are checked and tested regularly by a suitable contractor and this is arranged by the owner of the premises where we carry out our business.
- All dancers' presence will be recorded on the register/in DanceBiz each session to be used in an emergency situation

5. **Emergency Evacuation Plan**

If you discover a fire:

- **Raise the alarm immediately** – this can be done by activating the nearest fire alarm call point by pressing hard against the glass with your thumb.
- Evacuate immediately using the nearest available fire exit. Do not stop to pick up any personal possessions. Do not stop to shut windows, but the last one out of a room should ensure that the door is firmly closed.
- If a teacher is with their students, then they should take the device with DanceBiz on/register with them. The onus is on staff to ensure that under 18s, in particular, get out of the building safely.
- Inform the fire marshal as to the location of the fire
- Report to the fire assembly point for roll call – the St Dunstan's carpark at the rear of the premises

If you hear the fire alarm:

- **Leave the building immediately** using the nearest available fire exit.
- Staff need to ensure that any students under 18 in their presence get out of the building safely. If you know that an under 18 is in the toilet or another part of the building away from the class, inform the fire marshal as you leave.
- Report to the fire assembly point for roll call.

Teachers are responsible for taking roll calls and they should encourage everyone around them to evacuate as soon as possible.

The fire marshal needs to check that rooms are empty and that anyone who was in the building at the time the alarm sounded is accounted for at the roll call.

In the event that the fire alarm is for a genuine fire we will call the fire brigade as soon as possible. However, in the event that the fire alarm is a false alarm, then the fire marshals will establish the cause before letting anyone re-enter the building.

Before the fire brigade arrive and if there is a fire, the fire marshals can, if they have received appropriate training from FRaMS and when they have consulted with Claire Humpidge, Principal Dance Teacher, and if it is agreed that the situation does not place them at risk, make use of the correct fire extinguisher(s) to put out the fire. If, at any time, they feel that the situation places them at any risk at all, they must not proceed but must wait for the fire brigade to arrive.

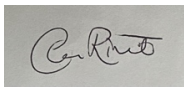
6. Assisted Evacuation (Personal Emergency Evacuation Plan)

Any member of staff or a student who cannot leave the building unaided, in the event of an emergency, will need to have a Personal Emergency Evacuation Plan (“PEEP”) for their evacuation. It is the responsibility of the teacher to assist the evacuation of the student, in accordance with the PEEP.

Completed PEEP forms are kept by Claire Humpidge, Principal Dance Teacher, and a copy of this form must be given to all teachers at the start of class.

People who need aid to leave the building may include anyone with a physical disability such as a wheelchair user, but it could also include a student with a recent foot injury who is on crutches, someone with visual impairment, hearing difficulties or someone that is heavily pregnant.

Anyone with mobility issues will be evacuated according to their PEEPS.

Version number	3	Date	December 2024
Adopted on	22.5.18	By (full name)	Claire Rinet
By (signature)		Next review date	December 2025

Safe Touch Policy

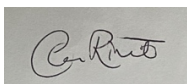
Teaching dance and acrobatics is a physical activity and appropriate physical contact between students and teachers in class is essential to training.

Teachers can make physical contact with a student to illustrate a concept or to adjust a student's alignment (especially with the younger students).

We recognise that such physical contact is a potentially complex area and we also fully recognise our responsibilities for safeguarding students and teachers and for protecting their welfare.

The following principles and procedures are in place to fulfil our obligations:

1. Contact by the teacher is made with particular awareness to the needs of each individual/to assist the student in correcting placement.
2. All teachers will treat any physical contact with due sensitivity and care and with due regard for the wishes of the student.
3. Contact will not involve force or the use of any instrument.
4. Teachers will be mindful of location and avoid situations where they are isolated with a student – all classes should be held in studios and performance areas with windows.
5. Students should be encouraged to discuss any worries with any member of staff.
6. Both students and teachers should feel free to report any concerns to Claire Humpidge, Principal Dance Teacher.

Version number	3	Date	December 2024
Adopted on	22.5.18	By (full name)	Claire Rinet
By (signature)		Next review date	December 2025

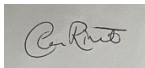
Toilet Policy

We are fully committed to safeguarding and promoting the well-being of all students and staff/volunteers associated with us.

Our staff will support your child’s toileting needs; however, we cannot assist with intimate care.

Please read the below carefully and if your child cannot manage with this level of support, please do not leave them unattended at a class.

1. If your child is five years old or under, at their request, a staff member will accompany them to the toilet.
2. Our staff will not enter individual cubicles or the sink area, they will stand in the main doorway.
3. Our staff will encourage young children NOT to lock the cubicle door.
4. Our staff will offer verbal reassurance and instruction.
5. Our staff will provide a small stool, so younger children can get on the toilet themselves.
6. Our staff will provide a small stool, so children can reach the sink to wash their hands.

Version number	3	Date	December 2024
Adopted on	22.5.18	By (full name)	Claire Rinet
By (signature)		Next review date	December 2025

Complaints and Whistleblowing Policy

We take very seriously our responsibility to ensure the safety of our students and the quality service we deliver.

We are confident that we are providing a high-quality service and would be extremely disappointed if this is not the case. However, it is important that, should you feel you have encountered a level of service that is below both your own and our expectations, you raise any concerns you may have with us immediately so that we may address them and learn lessons.

Complaints

All our staff have been trained to help our customers, so you should first try to resolve any problems (at the earliest opportunity) by speaking to the person who dealt with you. If they cannot help or you wish to speak to someone else, you can ask to speak to Claire Humpidge, Principal Dance Teacher.

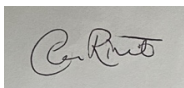
If this is not possible, or if you are not satisfied with the help provided, please send a written complaint, normally within one month of the event that you are complaining about. Claire Humpidge, Principal Dance Teacher, will investigate your complaint and reply within 20 days.

Confidentiality and Whistleblowing

Sometimes a complainant will wish to remain anonymous. It is always preferable to reveal your identity and contact details to us. However, if you are concerned about possible adverse consequences, please inform us that you do not wish for us to divulge your identity.

While we are prepared to investigate issues that are reported to us anonymously and/or by whistleblowers, we shall always try to confirm an allegation by means of a separate investigation before taking up the matter with those the complaint/allegation relates.

Should you wish to make an anonymous report that you believe we have put the safety and welfare of a student at risk, please contact **Philippa Bradshaw 07718 043845** who acts as our independent, Designated Safeguarding Officer. Philippa will undertake an independent investigation, where appropriate.

Version number	3	Date	December 2024
Adopted on	22.5.18	By (full name)	Claire Rinet
By (signature)		Next review date	December 2025

Dear Parent/Guardian

Consent to the use of photographs and recordings

We may record parts of the class on secure devices & upload to the dance school's Instagram account & Facebook page (details below) to share with you what we're working on & progress made, as well as support students to practise at home. We will also sometimes share photos/videos with students in their class group's WhatsApp group, where applicable.

There are also occasions when, whilst attending our classes, or performing at our events, that your child may be photographed/videoed for promotional purposes. The photos may be posted on the following:

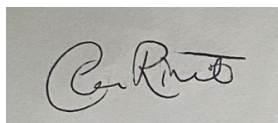
- Website - www.cdcdance.co.uk
- Instagram - www.instagram.com/cdcdanceltd
- Facebook - www.facebook.com/CDCDanceLtd

Also, from time to time, your child may appear in show programs, or event literature.

We are committed to only using pictures and film publicly which is less than two years old and/or whilst the student remains with us (whichever is the least amount of time). Should a child reach their 18th birthday whilst a student, their personal consent will be requested.

Please complete your child's online membership registration & indicate whether or not you are willing for your child to be photographed and filmed and the footage to be used as above.

Many thanks



Claire Rinet
Principal Dance Teacher

Lockdown Policy

There are important differences between the lockdown and shelter arrangements. Lockdown is necessary when children and staff need to be **locked** within buildings for their own safety i.e. in an emergency situation such as a hostile intruder, terrorist attack or other criminal activity.

Signals

Alarm or signal for lockdown shelter	Air horn
Signal for stand down / all-clear	Verbal confirmation from incident control officer

Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer	Claire Rinet	07740 683730
Deputies	Drew Braithwaite	07950 599595
	Boo Humpidge	07736 931218
	Philippa Bradshaw	07718 043845
Communications Officer	Claire Rinet	07740 683730

It is important to remember that it is very much **the exception** to evacuate a building in the event of a hostile intruder. Unless the location of the intruders is known, a "blind" evacuation may be putting people in more danger (e.g. from an intruder or device at one of the entrances/exits) than if they had remained within the building.

Rooms we use for lockdown

- 1 Changing room (locked)
- 2 Kitchen (locked)

It is important to make sure that items that could be used as weapons (kitchen implements, sports equipment, tools, cleaning products) are securely locked away when not in use.

Communication arrangements

Wherever possible use silent communications and keep noise to a minimum especially if the intruders are close by. Make sure any communications devices are secure and cannot be intercepted.

Mobile phones

Instant messaging / email

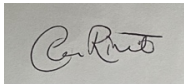
Other - Whiteboards

Alternative place of safety in the event that it is considered necessary to leave site (for example, partner school/college / leisure centre) must be pre-arranged.	
Name of venue	Class Act Theatrix Studios
Type of venue	Theatre school studios
Contact name	Philippa Bradshaw
Contact telephone number	07718 043845
3B Drayton Road (behind Gorilla Café), Kings Heath, Birmingham, B14 7LP Turn left outside of the CDC Dance street level entrance. Walk down the High Street until reach Drayton Road on the left. Various opening hours, similar to ours, but CDC Dance & CAT both have key safes so we can always access each other's studios in an emergency	

Other useful contacts:

Name	Emergency Contact Number
Ashley J Russell (CAT Principal)	07540 591130
Joe Fearn (CircusMash)	07748 014128

Action Plan	Completed by (sign and time)
Sound Alert - Activate lock-down procedures immediately	
Dial 999	
Direct all children, staff, parents and visitors to the nearest safe place (this may be dependent on what and where the risk is)	
Secure rooms and take action to increase protection from attack - Lock and barricade doors	
Turn off the lights, fans or mobile air conditioning units (this will reduce noise and the risk of exposure to any chemical/biological attack)	
Hide, sit on the floor under tablees, and away from windows	
Stay as silent as possible - put any mobile devises to silent (consider writing / displaying instructions on whiteboards as long as it can't be seen by the intruder)	
Ensure that students, staff and visitors are aware of an exit point in case the intruder does manage to gain access	
If possible, check for missing / injured students, staff and visitors	
Keep doors locked shut and remain inside until an all-clear has been given, or unless told to evacuate by the emergency services	

Version number	1	Date	December 2024
Adopted on	17.12.24	By (full name)	Claire Rinet
By (signature)		Next review date	December 2025

Code of Conduct for Students

We are fully committed to safeguarding and promoting the well-being of all students, members and staff associated with us. To ensure the effective running of our business and to protect all individuals connected with us, it is important that the following Code of Conduct is read, respected and adhered to at all times:

- Students must participate within the rules and respect all the teachers/staff and their decisions.
- Students must respect their fellow students.
- Students must arrive for classes on time or inform the teacher if they are going to be late.
- Students must not distract, bully or harass other students during the class.
- Students must not use bad language.
- Students must be polite and display good manners at all times.
- Students must treat all equipment with respect.
- Students must wear their uniform/appropriate clothing for classes.
- All body jewellery must be removed, and long hair must be tied up for all subjects & in either a bun/plaits for acrobatics.
- Food and chewing gum are strictly prohibited during lessons, however students are permitted to bring light snacks for the short breaks during the session. Students are encouraged to bring water in a sealed drinking bottle, with the student's name on.
- All litter must be placed in the bins provided.
- Please leave all valuables at home as we will not be held responsible for the loss of any items.
- Mobile phones and other electronic devices must be switched off during classes.
- Students must inform the teacher (before the warm up begins) if they have an injury or illness.
- Students must inform the teacher immediately if they begin to feel ill or sustain an injury during the class.
- Students will be ticked in to their register on DanceBiz at the start of their session and should remain in the building at the end of their classes until a parent/guardian collects them, unless they are over the age of 11 and we have parental consent for them to leave alone. If this is the case, the student needs to inform a member of staff that they are leaving.
- Finally, we would love it if all students enter the class with a smile and have fun!!!

You can contact us during lesson times on 07740 683 730 or in case of an emergency call Philippa Bradshaw 07718 043845

If you wish to contact us outside of lesson times, please e-mail claire@cdcdance.co.uk

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Disciplinary Procedure

- Students that breach this Code of Conduct will first of all be reminded of the rules.
- Repeatedly breaching this Code of Conduct may result in separation from other students (i.e. the student will be asked to sit out).
- Continuous breach of this Code of Conduct will result in Claire Humpidge and the parents being informed at the end of the class by the teacher.
- If there is no improvement, then parents will be contacted again by the teacher and they will be invited to discuss the future behaviour of their child and agree joint strategies for monitoring.
- In extreme cases, where physical violence, verbal abuse or intentional damage to property is involved, the sequence of actions outlined above will be by-passed and the teacher will contact the parents as a first step. Exclusion of the child from classes may be considered.

Code of Conduct for Parents/Guardians

We are fully committed to safeguarding and promoting the well-being of all students, members and staff associated with us. To ensure the effective running of our business and to protect all individuals connected with us, it is important that the following Code of Conduct is read, respected and adhered to at all times:

- Encourage your child to learn the rules and perform within them.
- Arrive with plenty of time to get your child ready for their class and ensure that they have been to the toilet before the session begins.
- Always inform the teacher if you are going to be late.
- Students will be ticked in to their register on DanceBiz at the start of their session and must remain in the building at the end of their class(es), until a parent/guardian collects them (**unless** they are over the age of 11 and we have parental consent for them to leave alone – if this is the case, the student needs to inform a member of staff that they are leaving).
- Always ensure that your child is dressed appropriately/wears the uniform (with long hair tied up for all disciplines, and in a bun/plaits for acrobatics) and make sure that they have something to drink.
- No parent/guardian will be allowed in to the hall/studio during classes.
- Discourage challenging and inappropriate conduct towards teachers and other students.
- Help your child to recognise good performance and progression.
- Be realistic with regard to their ability and do not set expectations too high - It can be very damaging for children if they feel they are falling short of their parents' expectations.
- Discourage comparisons against other students - each student is an individual with different goals and objectives and they must be praised on their own personal achievement.
- Never force your child to take part - children must participate in dancing for their own pleasure and enjoyment
- Set a good example within the student environment by recognising good sportsmanship and applauding performances of all.
- Never punish or belittle a child for poor performance or making mistakes. It is through mistakes that performers learn and develop as a student.
- Use correct and proper language at all times.
- Encourage and guide your child to accept responsibility for their own performance and behaviour.
- Keep the teacher informed if your child is ill or unable to attend classes.
- Endeavour to establish good communications with teachers and staff for the benefit of all.
- Never challenge or threaten a teacher or member of the team. Any concerns must follow the approved channels, as outlined in the Complaints and Grievance Procedure.
- Do not raise issues of disagreement publicly.
- Always collect your child promptly at the end of a class.
- All fees must be paid on time, otherwise your child may risk losing their place in the class.
- Always support your child's involvement and help them to enjoy their sport.
- Please understand that a breach of this Code of Conduct may have repercussions and, in extreme cases, may result in your child/children losing their place/s.

You can contact us during lesson times on 07740 683 730 or in case of an emergency call Philippa Bradshaw 07718 043845

If you wish to contact us outside of lesson times, please e-mail claire@cdcdance.co.uk

Code of Conduct for Teachers and Staff

We are fully committed to safeguarding and promoting the well-being of all students, members and staff associated with us. To ensure the effective running of our business and to protect all individuals connected with us, it is important that the following Code of Conduct is read, respected and adhered to at all times:

- Always consider the well-being and safety of students before the development of performance.
- Develop an appropriate working relationship with students, based on mutual trust and respect.
- Never abuse your authority or power as a teacher.
- Always work within the boundaries of your qualification.
- You must ensure any requested information is supplied so that CDC Dance Ltd can provide valid insurance cover and a valid DBS Certificate (previously CRB).
- Ensure all activities are appropriate to the age, ability and experience of the students.
- Treat every student as an individual and set realistic goals and targets that are obtainable; unrealistic goal setting can have damaging effects on a student.
- Always promote the positive aspects of the sport - dancing should be fun for all, so provide plenty of encouragement and create a positive and enjoyable experience for all.
- Never punish or demean a child for losing or making mistakes, it is through mistakes that performers learn and develop as students.
- Display consistently high standards of behaviour, language and appearance.
- You must never be under the influence of alcohol while students are in your care.
- CDC Dance Ltd will not condone the use of illegal substances.
- Follow all guidelines laid down by CDC Dance Ltd.
- Do not exert undue pressure on performers to obtain personal benefit or reward.
- Encourage participants to value their performances and progressions.
- Encourage students to accept responsibility for their own performance and behaviour.
- Mobile phones must not be used in the hall/gym, except in case of emergency (not for personal use) or to complete the DanceBiz register.
- Jewellery must not be worn to classes.
- Food and chewing gum are strictly prohibited during lessons, however students are permitted to bring light snacks for the short breaks during the session. Students are encouraged to bring water in a sealed drinking bottle, with the student's name on.
- Always report any incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the Safeguarding and Protecting Children Policy.
- Make sure that confidential information is not divulged, unless with the express approval of the individual concerned.
- Always remain upbeat and positive while teaching, do not sit down during lessons.

Breaching the Code of Conduct will lead to disciplinary action and, in extreme cases, will result in loss of employment.