

## **Dance-a-cality: Terms and Conditions School regulations, Policies and GDPR**

**Observance of the following rules, regulations and policies is implicit in the acceptance of a place in the School. The School reserves the right to refuse entry to classes if these rules are not complied with. The School reviews and amends its policies and regulations on a regular basis and advises parents and teachers to read this document thoroughly to ensure a clear understanding is gained. Please contact the Principal, Lara Hallam if you require more information.**

### School Regulations

1. All pupils must complete a registration form and must receive notification of a place before any classes are attended. The signed registration form acts as an agreement between Dance-a-cality and parents/guardians to cancel your subscriptions you must inform us by the 10th to cancel the following month so therefore 3 weeks notice must be given. Alternatively a full month's fee must be paid in lieu of such notice.
2. All fees are payable by the 1st of each month through subscriptions. If payment fails it will automatically re-attempt 3 times . A £15 late fee surcharge will be added to any fees outstanding after the third attempt. Fees are non-refundable and will not be returned because of absence under any circumstances. Payment plans can be discussed via email only. Students will get the opportunity to perform throughout the year in shows, competitions etc, please note if you choose to participate in some performances additional charges may occur.
3. Hair should be dressed correctly for all classes. For Modern, Cheer Jazz and Tap classes hair should be in a ponytail. Only very short hair can be worn down with a hair band. Pupils may be refused entry to class if hair is not styled correctly. Correct foot wear must be worn.
4. After one month of attending, the official uniform should be purchased. Pupils may be asked to sit out of elements of class if inappropriate wear is shown.
5. No jewellery is to be worn in class; this includes watches, earrings and face jewellery. For security reasons, we recommend that valuables are not brought to the school. Mobile phones must be switched off, and the teacher has a right to confiscate mobile phones if used within the duration of the class. Your child will receive the mobile phone after the lesson ends. NO chewing gum is allowed in class.
6. It is the responsibility of the parent to name ALL pieces of uniform and to check when leaving that they have all their possessions with them. No responsibility will be taken by the school for any losses incurred on the premises.
7. Please inform us if your child is suffering from any health complaints or allergies. This is the parent's responsibility to do this.
8. All term and holiday dates are on the newsletter and website at the start of every term. We try and stay in line with school terms as much as possible, though we cannot help circumstances which may change this.
9. Competitions and examinations are taken when and only when the Principal believes the pupil has reached the required standard. A letter will be given to the pupil when they are ready for an exam. If fees are not received by the due date, the pupil will not be entered for the exam. Examinations/ Competitions require a lot of hard work, dedication and require attendance of extra

examination classes to ensure pupils are at the correct standard by the exam date. These classes are scheduled in addition to syllabus classes and are charged by a separate fee.

10. If a pupil wishes to undertake auditions or other classes at a different school it is professional etiquette to contact the Principal of the School in order for permission to be granted.

11. The School reserves the right to end a student's attendance at the school for reasons such as non-payment of fees, incorrect dress or unacceptable behaviour.

12. Please respect the building and property where the classes are taking place, by keeping the noise level low and the rooms tidy and free of rubbish.

13. Pupils under the age of 11 (year 6 and under) are advised to wait in the studio if parents are not here to collect them, however if they leave the studio after their session time then Dance-a-cality is not responsible for the child. Please wait with your child if she/he takes more than one class and there is an intermission between classes. Please walk your children to and from classes. Do not drop them in the car park's and let them walk in by themselves.

14. Parents must re- fill out their class4kids account if their details have changed. It is the parents role to do this. The Principal must be notified of any changes of address, contact number and email address.

15. Students and Parents will show commitment, good behaviour and aim for 100% attendance. Any issues or concerns I will bring to the principal to discuss in confidence, and I will not partake in team gossip, or comment any negative discussions about the school, teachers or pupils on any social sites, or otherwise disciplinary action will be enforced.

16. Athletes will act appropriate when wearing any branded merchandise or uniform representing the club and this includes no drinking alcohol/ smoking or taking of drugs.

17. Parents will encourage your child to follow the rules and set good examples for your child, using correct language at all times. Ensure your child has the correct attire for class and water . Inform the club if your child is absent, respect the coaches decisions and support the club in good sportsmanship behaviour. Any parent who would like to help with fundraising or sponsorship ideas please reach out to us as we are keen to have you to assist. A parent will share any concerns directly with the head coach to solve (rather than gossip).

#### Cheer competition/ exam additional terms and conditions.

- I agree that my coaches have the final word on team placement and routine choreography. As it is a team sport if members are unable to perform or drop out suddenly, that the whole team will be affected, and this may lead to the team being unable to perform. If the routine is not to a performance standard an entry for a competition may also be removed at short notice.

- I agree that all lessons are compulsory not optional: If I am unable to attend a lesson I MUST inform of my absence directly to the Principal and coach, sending a message with a friend is not acceptable. If I miss more than 3 sessions, I understand I may be substituted for an event. Club members must realise absences affect the entire team and their performances at competitions. Choreography becomes affected and your child could have different choreography if unable to learn the amendments

- I understand that if I am issued 2 yellow cards for unacceptable behaviour/unauthorized absences etc. my third will be red and I will be asked to leave the competition squad with no refunds. – All of these matters will be discussed with Coach AND Principal.

- Under no circumstances may I miss the 2 lessons and weekend practices leading up to a competition.

Illness – We understand members do get ill – please inform us If you are unable to attend – if you are injured and not with fever , please still attend class with a notepad to update and learn any new amendments.

Athletes could loose spaces in a competition team if behaviour is non coachable, disruptive or disrespectful . We will always try to encourage a athlete with parent support but if it is continual a chat with the parent will occur.

Notice to leave : If you stop 6 weeks before a competition/ exam the full month's fees will be charged. (we are unable to refund entry, exam entry, tickets to competitions at any point)

- All discussions about the competition and routine will not be discussed outside of class- we must not share our routine and music on public domain until the coach has informed at the end of each season if this is possible. Team Mum's will have access to your phone numbers for competition days unless you inform us otherwise. (see our social media guidelines)

- Un-sportmanship behavior from adults and athletes at any time, is not tolerated and can result in your child and parent being asked to leave.

- As it is a public event all filming and photography will be taken by an outside company and we are aware of this.

- It is my responsibility to make sure I bring all outfits/shoes/makeup and hair accessories when required.

- It is my responsibility to ensure I arrange transportation to and from all practices and competition venues if applicable and I agree to arrive at the designated times.

### School Polices

#### Coach Guidelines

We are fully committed to ensure our staff are committed to safeguarding and promoting the club. The criteria of all staff members is : qualified to coach , insured and work on developing their knowledge to improve. Aware of the clubs, safety , emergency policy, first aid, GDPR and child safeguarding policies. Dress appropriately and be respectful with language and to follow the coach /club guidelines. (these can be asked for if required)

#### Confidentiality

The School's emails and letters contain confidential and/or privileged information and are intended for only the person to whom it is addressed. Any unauthorised copying, forwarding, disclosure or distribution of the material contained in emails and any attachment is strictly prohibited. (please see our GDPR guidelines below)

COMPLAINT PROCEDURE : All complaints must be emailed to dance-a-cality@hotmail.co.uk who will deal with the matter in hand confidentially.

Cancellations: If there is a bad weather warning in place and you are in doubt about classes taking place. Please check the website for information. In such cases the school will not reimburse or replace classes. Parents will be notified by our texting service, website and emails. Please make sure your details are up to date and you check our news page. If classes are cancelled due to unforeseen circumstances and cannot be replaced during the School term in which it was cancelled the School will not reimburse classes. All teachers will continue with classes, even if there are inadequate numbers of students. In such cases the Principal will be contacted in to discuss alterations for that particular class. Some classes can be covered or taught by other professionals and staff members if required at any time.

Child Protection: At Dance-a-cality we have a duty of care to safeguard all children. It is our aim to provide children and young people with appropriate safety and protection that attend the School. We abide by The Child Protection Act 2004. All staff have a right to report safe guarding concern to the principal , who will report concerns to parents and local authority if required. Teaching to dance and cheer correctly will from time to time involve physical contact, to get students into the correct stance for example. We aim to make these corrections with due care and respect for dignity but these corrections must be made as part of class training. We also do not tolerate any behaviour that results in bullying or discrimination, the school will give a written notice for any unacceptable behaviour from a student. If this behaviour does not show improvement the school has the right to refuse admission. While we can control bullying in the class setting – online is a matter that we can not always control and for parent's to address. We ask you inform us of any bullying via email and we will then look at evidence and discuss with those in question to resolve. A copy of our child protection, Behaviour policy, Qualifications of staff, Emergency Safety procedure and Insurance are available on request.

Risk Assessment Risk assessments are carried out annually by the head coach and can be emailed if you require. Before each session the coach will ensure all safety measures are in place.

Use of Photographic/Filming Equipment: If a parent wishes to photograph or film classes, they may do so with the permission of the Principal and the teacher's consent, however we operate a policy that protects families that do not wish their children to be photographed or filmed. If this policy is found to be breeched we will ask you to remove all evidence of the photography/filming. Dance-a-cality uses our own Photograph's and Filming as a platform to advertise the School and to celebrate it's students's achievements. The School Photo's and Filming will be published of children at the School and we ask that all members of the School notify the School if you do not want wish your child to be photographed or filmed when you register with the School. When the School film's it's Shows, if parents do not wish their child to be recorded students therefore will be unable to participate in School Shows. Occasionally we may take photographs of the children at Dance & Cheer-a-cality. We may use these images in our dance schools prospectus or in other printed publication's that we produce, as well as on our website or on promotional display boards at the dance school or other venues ie: Theatre or a summer fete. We may also make videos for use on our social media accounts, for monitoring or for other educational purposes as deemed necessary by the dance school. If we use photographs of individual pupils, we will not use the name of that child in the accompanying text or photo caption. If we name a pupil in the text, we will not use a photograph of that child to accompany the article. We may be visited by the media who will take photographs or film footage of pupils, which may appear in local or national newspapers or on televised news programmes. Please note that, the press are exempt from the Data protection Act and may wish to include the names and

personal details of children and adults in the media. We have an additional breakdown of these conditions if you require more information.

Health and Safety: Risk assessments, Fire policy are in practice for each venue and a First aider on site. Some physical contact is necessary by the teacher to demonstrate exercises or techniques or to prevent injury during the class. If in the case of minor accidents, first aid needs to be administered, the school will contact the Parent/Guardian immediately. No responsibility is taken for any injury occurring, during or after classes, although great care is taken to avoid such an occurrence. All accidents are recorded in our accident book. When a parent enrolls their child with Dance-a-cality, it is their responsibility to ensure that the information given on their registration form is correct and the school is aware of any illness or disability that may affect their child during lessons. We recommend you get your own ATHLETE insurance for all dance and cheer classes each year. For more details of these procedures please contact us.

#### The use of Social Media:

Social media can be a great tool but always be safe and careful. We ask that current students who have access to social media do not contact teachers or student teachers on their personal pages. We ask that all students contact the School's email and/or social media page for any questions, helpful tips and advice. Social media is a wonderful communication tool however the School email, Instagram, Tic Tok, Twitter and Facebook pages should be the only use contact from current students to teachers. The School will not tolerate current students and or teachers being in contact through social media however please feel free to contact us personally when you have moved on from the school to keep us up-to-date on how you are doing. Dance-a-cality uses our Social Media Page as a platform to advertise the School and to celebrate it's students' achievements. The School Photo's will be published of children at the School unless you have informed us no photography to be posted in your entry form. We do not use children's names in photographers. Any photos sent to us to share– by sending means the parent gives permission for it to be shared on our media platforms. Any items shared on our social media are open to the local media to use on contact with the head coach and approval given. Be careful and respect the schools logo, branding, accounts etc to make sure copyright ownership is required. All logo use must be approved by the club to respect our trademark. Club coaches can monitor social media accounts to ensure all are being safe and complacent and any concern for your child or the club will be addressed with the parent. Be fully aware that the images you share reflect the club and yourself, so it is important you consider this. Please also be respectful when posting comments – whatever you write can not always be deleted. Avoid heated debates online and speak to a member of staff if any concerns directly rather than posting on a public/private social media page.

**COVID 19 UPDATES:** August 2020: These are temporary measures and can change all the time so any amendments will be updated . All of these can be emailed in a greater breakdown of documents if required. Our guidelines have been recommended and in conjunction with our governing body ISTD and UK Sport Cheer England.

### Safeguards in Place

By committing to the monthly fee on our return in SEPTEMBER 2020 this means you agree to the covid 19 plans and any breach could result in you being asked to leave the club.

Arrival .Only children with a confirmed booking can attend. Hand sanitiser will be required to be used before entering. Amended times to reduce cross overs of too many people One entrance in and one entrance out (depending on venue) No parents to stay on site. One parent only may walk a child in and out if required. Please que social distanced outside the venue

No changing rooms can be used – please turn up dressed and ready (shoes can be changed on site- all members must wear shoes). Just enter with shoes and a water bottle, no snacks. (there will be no access to additional water so bring as much as you need)

If your child has a continuous cough and/or high temperature and/or loss of smell and taste they must not come to the gym and you have to call 111 to discuss potential testing. You must also inform the club as soon as possible . Trust and honesty between club and families is essential

Behaviour : There will be an 'update' to the way we expect your child to behave in the gym, to reflect changes (in order to keep everybody as safe as possible) . 2 meter rule will be asked for all members to ahead too but staying in a designated area for training for social distance classes. If your child does not follow the rules and puts other children at risk, you will be asked to collect them immediately

Staff: Your child will be taught with the same small group basis with their coach (social distanced) .Staff will communicate with parents (via phone calls and emails) when needed, as no parents are allowed in the gym. Staff will have access to PPE, but only when required (first aid, changing, symptomatic child. First aid Staff will wear appropriate PPE when dealing with an unwell child . If children develop symptoms such as continuous cough and/or high temperature and/or loss of smell and taste at gym they will be moved to an isolated area in the room and you will be asked to collect them immediately . The entire household is then to remain isolated for 14 days; it is essential to contact the club if your child has tested positive for COVID19 . It is essential that you report test outcomes to the club immediately to inform that group following the government track and trace guidelines.

Cleaning : The cleaning team at all venues have had their daily routine adapted and heightened to add in additional cleaning measures. Wipes /Spray will be on site for any cleaning of items needed between classes by the coach. Toilets trips will be 1 athlete only and the site teams will clean these accordingly. The changing rooms will not be open for use. All doors throughout may be propped open with door stops to avoid contact with door handles etc. (safety depending) Corridor fire doors could be left open and windows.

Departure Children will leave with a cross over period to avoid too many individuals leaving and arriving at once. No more than 1 parent per child/family will be permitted to collect . Pick up locations will be allocated when your child's session is confirmed . It is essential you pick up within your set time frame for your child . Children and families must leave the club premises.

Refunds: refunds will only be issued if dance and Cheer-a-cality cancel classes. If you are unable to attend due to isolation online classes and materials can still be used until you are safe to return

### **Dance-and Cheer- a-cality: GDPR**

General Data Protection Regulations 2018 In accordance with the GPDR Statement.

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018. GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Dance-a-cality is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors and staff personal data. The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

What we do at Dance-a-cality:

- **We do not disclose or sell personal data to third parties.**
- **Third parties exemptions are, DANCE-A-CALITY WEBSITE PROVIDER AND BUSINESS ADMIN SPREADSHEET PROGRAMME, COMPETITION ENTRY FORMS, EXAM ENTRY FORMS, PERSONALISED UNIFORM ORDERS, SHOW PROGRAMMES AND DVD, THEATRE HIRE- Chaperones, SOCIAL MEDIA, CERTIFICATES, , AWARDS, GIFTS.**
- **The School uses contact numbers and emails for newsletters, updates, whole school and individual communication, invoices and general information.**
- **If we choose to create a PRIVATE competition Facebook group you will be added unless you inform us otherwise.**
- **Emergency Parent contact numbers are given to teachers termly for the sole use of emergency contact only.**
- **Personal data is stored on a password protected email database**
- **Phone Numbers are stored on an ENCRYPTED phone (principal)**
- **Hard copy information is destroyed via secure information shredding service.**
- **COVID 19 TRACK AND TRACE DETAILS WILL BE KEPT FOR 21 DAYS FOLLOWING GOVERNMENT GUIDELINES.**

Information about individual children is used in certain documents, such as, a weekly register, medication forms and examination documentations. These documents include data such as children's names, date of birth and emergency contact numbers. These records are shredded after the relevant retention period.

Dance-a-cality collects a large amount of personal data every year including; names and contact details of those on the waiting list. These records are shredded if the child does not attend or added to the child's file and stored appropriately.

Dance-a-cality stores personal data held visually in photographs or video clips or as sound recordings and can be shared to private competition groups for practice reference only. This will be deleted at the end of each competition season. No names are stored with images in photo albums, displays, on the website or on our social media sites.

The Principal has sole access to all this data and the administration team also. When a member of staff leaves The School these passwords are changed in line with this policy and our Safeguarding policy. Any portable data storage used to store personal data, e.g. USB memory stick, work mobile phone are password protected, encrypted and/or stored in a locked filing cabinet.

### GDPR : rights for individuals

1) The right to be informed : Dance-a-cality is registered with Imperial Society of Teachers in Dance (ISTD), SPORT UK, UKCA, BGU and as so, is required to collect and manage certain data. The School collects parent's and or guardian's names, addresses, emergency telephone numbers and email addresses. We also collect children's' full names, addresses, date of birth along with any SEN requirements and are stored via a secure electronic system.

As an Employer of Self Employed practitioners, Dance-a-cality is required to hold data on its Teachers such as names, addresses, email addresses, telephone numbers and bank details. Information such as Disclosure and Barring Service checks (DBS), personal Public Liability insurance, First Aid Certificate's, Membership details and any qualification's. This information stored via a secure electronic system and paper forms are stored in a secured filing cabinet.

2) The right of access: At any point an individual can make a request relating to their data and Dance-a-cality will need to provide a response (within 1 month). Dance-a-cality can refuse a request, if we have a lawful obligation to retain data but we will inform the individual of the reasons for the rejection.

3) The right to erasure: You have the right to request the deletion of your data where there is no compelling reason for its continued use. However Dance-a-cality has a legal duty to keep student and parents details for a reasonable time, ie account has been settled, uniform returned etc \*. Dance-a-cality retain any records relating to student's accident and injury records for Child Protection records. Self Employed Teaching records will be erased when the member of leaves their position. All hard copy information is destroyed via secure information shredding service.

4) The right to restrict processing: Parents, visitors and staff can object to Dance-a-cality processing their data. This means that records can be stored but must not be used in any way, for example School Newsletters, General Emails about School In this situation, The School has no obligation to refund any classes missed or cancelled due to 'lack of communication'. It will be the parents responsibility to ensure they are informed about the Termly event's happening at the School.

5) The right to data portability: Dance-a-cality requires data, for example registration forms to be transferred from student, to teacher, to School Principal. The School also requires to provide data such as student DOB and exam pin number's to be able to enter students in ISTD Exams and



Competitions. In this case recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

#### 6) The right to object

Parents, visitors and staff can object to their data being used for certain activities like marketing or research.

#### 7) The right not to be subject to automated decision-making including profiling.

Automated decisions and profiling are used for marketing based organisations.

#### Retention period for records (Items / length kept/ abides by)

Children's registration form records: A reasonable period of time after the child leaves ie end of that term, after the account has been settled. :Part 3 GDPR

Staff details: A reasonable period of time after the staff leaves ie end of that term, after the account has been settled.:Part 1 and 3 GDPR

First Aid/ Emergency logs: 3 years after the date the record was made:The Reporting of Injuries , Diseases and Dangerous occurrences Regulations 1995

Staff accident records: 3 years after the date the record was made: The Reporting of Injuries, Diseases and Dangerous occurrences Regulations 1995

DBS Details: 6 months after date issued: (name and DBS no kept up to 3 yrs from date of issue on a controlled database)DBS code of Practice

Wage records for staff (self employed): 6 years@Taxes Management Act 1970

Fire/ Emergency procedure/ Risk forms: Permanently:Chartered Institute of Personal and Development

Employers Liability insurance records:For as long as possible:Health and Safety Executive

Accounting Records: 3 years from the end of the financial year / 6 years for PLC @ Companies Act 2006

Minutes/ Meeting notes/ @10 years form the date of the meeting for companies/ kept if relevant ie permanent:Companies Act 2006 :Chartered Institute of Personal and Development

Gdpr means that Dance-a-cality must :Manage and process personal data property/ Protect the individual's right to privacy/ Provide an individual with access to all personal information held on them.