



## **Policies**

2024 - 2025

## **Purpose**

We want everyone's experience of dance to be as fun and rewarding as possible! In order to ensure this is the case we take our job seriously.

Our policies are updated on an annual basis and support the school's application for recognised teacher status with the Council for Dance, Drama and Musical Theatre (<https://cdmt.org.uk/>).

Intune Dance and Movement has the following policies:

- [Assessment](#)
- [Behaviour](#)
- [Child protection and safeguarding](#)
- [Customer service](#)
- [Equal opportunities](#)
- [Health and safety](#)
- [Privacy and Data Protection Policy](#)
- [Special educational needs and disability](#)
- [Staffing](#)

## **Assessment**

At Intune Dance and Movement we feel it is important that parents and guardians are properly informed about their child's achievements and progress. Parents and guardians whose children attend classes with us can expect the following:

- All pupils will be assessed by their class teacher on an ongoing basis and the progress of all pupils discussed at staff meetings with regards to suitability of current class level and entry into external examinations.
- Pupils who demonstrate the required ability and commitment may be eligible to be entered for external examinations, such as those offered by the Royal Academy of Dance.

*Last reviewed and updated: 16th May 2024*

## **Behaviour**

At Intune Dance and Movement we believe that good behaviour and considerate conduct is conducive to the happiness and well-being of all members of the school's community.

### *Rewards*

We believe pupils respond best to praise and encouragement. In light of this we aim to encourage pupils in the following ways:

- Positive feedback in lessons that recognises good work and gives clear direction on what can be done to improve further.
- Younger pupils may be awarded stickers at the end of each lesson.
- School certificates are awarded at the end of each year to recognise the progress that has been made and certificates are awarded by external organisations if pupils successfully pass examinations.

### *School rules*

We ask all of our pupils, parents and guardians to adhere to the following rules:

- Be on time for lessons. The director will raise any concerns about a pupil's punctuality with the parents or guardians.
- Wear regulation uniform, which can be ordered on the school's [website](#).
- Only bring bottles of water to lessons, not other food or drinks (fizzy or hot).
- No chewing gum in lessons or on the premises in which lessons are taking place.
- No use of digital devices in lessons. They may be brought into the room for security purposes but should not be used without the permission of the teacher.
- Use appropriate language. The use of inappropriate language or swearing is not allowed by any member of the school's community.
- Treat everyone with respect (see section on conduct between members of the school community - Anti Bullying).
- Do not possess, consume or supply tobacco, alcohol or drugs. Any pupil found to be in possession of tobacco/alcohol/drugs may be excluded from the school.
- Do not harm the reputation of the school or another member of the school community, either through speech or online.
- Pupils who are involved in any form of misconduct may be excluded from the school.

### *Conduct between members of the school community (Anti-Bullying)*

All members of the school community should be treated with respect.

- Members of the Intune Dance and Movement community must not harm each other physically, mentally or emotionally or seek to cause division between others.
- The school recognises that the following behaviours may be regarded as forms of bullying: Physical (hitting, kicking, pushing, taking belongings), Verbal (name calling, taunting, insulting or making offensive comments), Cyber bullying.
- The use of derogatory language or language designed to divide or cause offence is strictly forbidden. This is language that relates to age, race, culture, disability or sexual orientation.
- Any incidents of a bullying nature will be reported to the director who will inform parents and guardians of any concerns that they have been made aware of.
- Members of the Intune Dance and Movement community who do not change their behaviour may be excluded from the school.

### *Discipline*

We recognise that there will be occasions when pupils' behaviour or conduct is not in accordance with the school rules, either through lack of maturity or lack of understanding. When this happens incidents will be dealt with in the following ways:

- Staff will not raise their voices at a child or restrain them, unless the child is at risk of causing harm to themselves or others.
- Pupils who misbehave may be given a verbal warning. If poor behaviour continues the pupil may be asked to observe the lesson for a short period of time and the teacher may have a conversation with the pupil concerned and parents or guardians.
- The director will follow up any significant incidents promptly with the parents or guardians.

*Last reviewed and updated: 16th May 2024*

## **Child Protection and Safeguarding**

Intune Dance and Movement is committed to safeguarding and protecting the welfare of all members of our community. We take the following measures to help to protect the children under our care:

- Undertake appropriate checks for all members of staff and volunteers to ensure their suitability to work with children and young people. This must be done before they start teaching or are placed in a position of responsibility. Requests to view checks can be made to the school director. Regular checks will also be made using the DBS update service.
- Teachers conduct registers and report concerns about absence to the director.
- All staff are trained to be alert to signs of abuse and the course of action to take should they suspect abuse.
- Staff involved with recruitment are trained in safer recruitment processes.
- Ensure the school's Health and Safety policy is implemented and enforced.

### *Concerns about members of the school community (staff, pupils and parents)*

- Any concerns about any member of the school community must be brought to the attention of the director immediately.
- Where the concern is about the director, Childrens' Services (LADO) or the police should be contacted immediately.

### *Appropriate physical contact*

Teaching dance is a physical activity and a teacher will sometimes need to make physical contact with a student to show an idea or to correct the pupil's position. This can include:

- Lifting
- Adjusting arms, legs, rib cage, hips, feet, hands
- Moving one student in relation to another

Where contact is needed, we will remain sensitive to the pupil's wishes and put their welfare first. In all cases we will ask permission and say why and how we will be correcting the student's position before making any contact.

## *Supervision*

- Parents and guardians are not permitted in the room during lessons, except for classes where they are participating, during watching weeks or by agreement with the director and the teacher in charge.
- Arrangements are made for all teaching spaces to be viewed from outside of the room via windows and viewing panels.

## *Photography, Filming and Social Media*

### Photographs and video footage taken by the school

- Photographs and video footage taken by the school will only be used for marketing purposes and to celebrate achievement. They will only be used in an official school capacity (eg. school website, newsletters, promotional material and school social media accounts.)
- Permission will be obtained from the pupils, participants, parents and guardians firstly, for the photograph or video footage to be taken and secondly, for the photograph or video footage to be reproduced.
- Permission is requested when pupils and participants commence classes with the school but parents or guardians may withdraw their permission at any stage.
- All pupils and participants featured in photographs or recordings must be appropriately dressed for the activity they are undertaking.
- All photographs and video footage will be taken using school equipment. Staff are not permitted to use personal devices such as personal cameras, phones or tablets.
- Care needs to be taken with regard to the storage and dissemination of the photographs or video material.
- If photographs are published, no individual should be able to be identified by any attached data.

### Photographs and video footage taken by the pupils, parents or guardians:

- Parents and guardians are permitted to take photographs and film during activities such as end of term watching week or school performances. We do not allow people to take photographs through doors, windows or viewing panels during classes and individuals who do so will be asked to remove the footage from their devices.

- Parents will be made aware of the school's policy with regards to photograph and videoing during such events and invited to make contact if they have concerns.
- Photographs and filming must only take place in the room of the main activity, and not in areas where pupils may be changing.
- Images of other children or other participants should not be placed on the internet or social media without the consent of the pupil's parents or guardians first being obtained.
- Pupils, participants, parents and guardians must be willing to delete images or recordings if requested to do so by another member of the school community.
- In circumstances where children may be adopted or in foster care the wishes of the family will be discussed.

*Last reviewed and updated: 16th May 2024*

## **Customer Service**

Our aim is to provide and maintain the best possible service to our pupils, participants, parents and guardians, teachers and the public. We take pride in providing a professional service and inspiring the highest level of trust. Staff will be professional at all times and aim to provide:

- Courtesy in all circumstances, in their spoken words, body language and demeanor.
- Accuracy in what they do.
- Accountability for the quality of service they deliver.
- Integrity in all their dealings with all in the school community and outside.
- Consideration for the needs of customers.
- Promptness in all their actions, keeping people informed of progress.

### *Communication*

We welcome communication by the following means:

- Email
- Social media
- Telephone
- In writing
- In person

Contact details can be found on our [website](#).

We endeavour to ensure that all information is communicated clearly and in good time. Information will be communicated to pupils, participants, parents and guardians via the following means:

- Email
- Telephone
- Website
- Newsletter
- Social media (Facebook, Twitter, Instagram)
- Notice boards

The school must have the correct contact information at all times.

## *Complaints*

Intune Dance and Movement places great importance on developing a good relationship with members of its community and maintaining an open dialogue. Our complaints procedure is as follows:

- Any grievance or complaint should be made to the director who will arrange for the matter to be discussed at the earliest convenience.
- The director will investigate the matter and come back to the complainant at the earliest opportunity.
- All correspondence, statements and records relating to the complaint will be kept confidential, unless a resolution is not reached and further action is required.
- If the complaint relates to child protection or an allegation against a member of staff, please refer to the child protection and safeguarding policy.

*Last reviewed and updated: 16th May 2024*

## **Equal Opportunities**

At Intune Dance and Movement we aim to treat all employees, pupils, participants, parents, guardians, the public and job applicants fairly and equally regardless of their gender, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age, disability, criminal convictions or union membership status.

- The school will ensure that no requirement or condition will be imposed without justification which could disadvantage individuals purely on any of the grounds listed above.
- All staff are required to comply with the policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity.
- Any act of discrimination by employees or any failure to comply with the terms of the policy will result in disciplinary action.

*Last reviewed and updated: 16th May 2024*

## **Health and Safety**

At Intune Dance and Movement we aim to provide and maintain safe and healthy working conditions, equipment and systems of work for all members of the school community and to provide such information, training and supervision as is required for this purpose.

This policy will be kept up to date to ensure responsibilities are met in relation to Health & Safety at Work Act (1974), Management Regulations (1999) and other relevant current legislation.

### *Staff*

All staff engaged by Intune Dance and Movement must take reasonable responsibility to ensure the health and safety of all members of the school community. This includes:

- Facilities and equipment - Ensuring all facilities and equipment are safe and in good working order before each class commences, that all equipment is stored in order to minimise risk and all damage or poor conditions reported.
- Accidents and first aid - Staff undertaking regular first aid training, administering emergency first aid treatment, providing access to a first aid box, seeking further medical support and keeping accurate records which must be communicated to the director and any other relevant parties.
- Prepare staff for the possibility of an intruder or possible offender

### *Supporting pupils with medical conditions*

It is important that all pupils with medical conditions can access and enjoy the same opportunities as any other pupil at the school and be able to achieve their full potential. The following procedures are in place to support pupils with medical conditions:

- All parents and guardians and participants are required to give information regarding any medical conditions that their child has when they enrol. They must also update the school if their health changes in any way that may affect their participation in lessons or the ability of staff to care for them.
- Arrangements relating to the accessibility and administration of medications will be agreed in writing between the director and the parents, guardians or participants before the individual starts lessons.
- Parents and guardians must ensure that any medication that their child takes to help them with a particular condition is available to them during lessons.

- The director will share appropriate information with other members of staff and ensure training is up to date.

### *Fire Safety*

- It is the responsibility of the director to ensure that all premises used by the school meet the requirements of fire safety law and documentation which supports their compliance is available.
- All pupils and staff must be familiar with the fire action procedure, location of fire alarms and fire exits.
- Evacuation procedure:
  - In the event of discovery of a fire, activate the fire alarm
  - The fire marshal (teacher in charge) should evacuate all pupils via the closest fire exit to the designated assembly point and conduct the register. Any missing pupils, parents, guardians, participants or staff must be reported to the fire officers.
  - The deputy fire marshal (assistant teacher) should contact the fire brigade.
  - All belongings should be left behind.
  - No one should re-enter the building until informed to do so by fire officers.

### *Intruders*

An intruder is a person who has not been invited into the premises, and/or who has no legal right or permission to enter. An intruder may be a person new to the building, which has been either misdirected or is lost and poses no threat.

Alternatively, an intruder may arouse suspicion as to their presence in the building and may pose a safety hazard.

Definition of an intruder:

- Someone who has not followed the normal visitor procedures and who may potentially be a safety risk

Before an intruder is approached by any member of staff, they must determine whether it is safe for them to approach the intruder or whether they need to seek immediate advice.

Intruder procedure

- Any member of staff who observes an intruder on site must determine if the person poses a safety hazard or just needs advice, guidance or redirection. If safe to do so identify yourself to the intruder, politely greet them and question their purpose for being on the premises.
- Explain that classes are not open to members of the public, and the visitor must be escorted off site, avoiding passing through any other occupied studios and/or spaces.
- Depending on the circumstances and demeanour of the intruder, direct someone to make every effort to call the Police. If the intruder becomes agitated, displays violence or refuses to cooperate with directions, an attempt will be made to calm and comfort them whilst also attracting another member of staff to call the Police. **Do not attempt to restrain them.**
- If the intruder attempts to leave, do not prevent them from doing so, but carefully note their direction and clothing, and any vehicle they may enter. Take note of the direction they take and alert the Police of the circumstances.
- If the intruder remains onsite until the arrival of the Police, inform the officers of the circumstances and in the presence of the Police, make a firm request for the intruder not to return.
- If possible, evacuate children and adults from the area. Do not panic, act in a calm manner so as not to cause alarm or distress.
- If the intruder is armed or otherwise poses a safety hazard:
  - **Do not approach or engage with the intruder.**
  - Alert someone to call the Police (999) as soon as possible. Give the operator the following information:
    - Location of the intruder (where they are in the building)
    - Advise the operator of your actions to safeguard any children, young people, vulnerable adults and other members of staff and remain on the line until told to hang-up.
    - Physical and clothing descriptions, including any weapons that may be involved
  - Monitor the location of the intruder. If allowed to do so, evacuate all children, young people, vulnerable adults from the immediate area. All activities to stop and guests to remain in studios / rooms (with teachers, lecturers, pianists and assistants)
  - All internal doors to be locked (where possible), blinds pulled down (including shop shutter), and internal window doors covered where possible so that an intruder cannot see in from outside or into rooms within the building.
  - As far as possible everyone to sit out of sight and in a location that would protect them in the case of gunfire, e.g. behind substantial brickwork or reinforced walls

- In a hostage situation where children, young people, vulnerable adults or staff are prevented from leaving a lecture room, studio or another area, the first consideration must be to keep everyone calm as best as possible without creating panic or fear. Remain calm and do not attempt to disarm the intruder.

### *Risk Assessments*

Every dance school will contain hazards that carry the risk of injury to the members of its community. At Intune Dance and Movement Risk Assessments are conducted to look at each hazard in detail, identify who is at risk, and explain exactly how that risk will be reduced.

The director will undertake a formal risk assessments for each venue and its facilities on an annual basis and provided to staff at the venues.

Risk assessment will be conducted by the director throughout the course of the year for the following additional events:

- Trips which take pupils and participants to an external venue.
- Performances which take pupils and participants to an external venue.
- Workshops which involve external companies or individuals.
- Events involving members of the public.

*Last reviewed and updated: 16th May 2024*

### **Privacy Policy and Data Protection**

Intune Dance and Movement is committed to protecting the privacy and security of all members of its community. This privacy policy applies to the use and processing of personal information collected and used by Intune Dance and Movement , in accordance with the requirements of the General Data Protection Regulation 2018 (GDPR).

If you have any questions or complaints about our commitment to privacy and data protection please [contact us](#).

*What is GDPR?*

The General Data Protection Regulation is a new, European-wide law that replaces the Data Protection Act 1998 in the UK. It places greater obligations on how organisations handle personal data. It came into effect on 25 May 2018.

The GDPR applies to 'personal data', which means any information relating to a person or data subject that can be used to directly or indirectly identify a person.

The 8 principles of GDPR are:

1. Personal information must be fairly and lawfully processed
2. Personal information must be processed for limited purposes.
3. Personal information must be adequate, relevant and not excessive.
4. Personal information must be accurate and up to date.
5. Personal information must not be kept for longer than is necessary.
6. Personal information must be processed in line with the data subjects' rights.
7. Personal information must be secure.
8. Personal information must not be transferred to other countries without adequate protection.

*What information do we collect and why?*

When you participate in or sign up to any of our classes, activities, workshops, mailing lists etc, we request that you allow us to store personal information about you. Such information consists of names, addresses, contact details, date of birth, medical information, special educational needs and photographs.

By submitting this information we are able to provide you with the services you have requested and provide you with the highest level of service. It also enables us to work in accordance with the school's other policies (Assessment, Child Protection and Safeguarding, Equal Opportunities, Health and Safety and Special Educational Needs and Disability, Corona Virus - Covid 19).

*How is information collected?*

Personal data is collected through our website enquiry forms, enrolment forms and transaction sites. We do not collect or store payment information such as credit/debit card details. At all stages we request your consent to collect and store your personal data. Consent may be withdrawn at any stage.

*Who is collecting and processing the information?*

Personal data will only be collected and processed by staff of Intune Dance and Movement with the required levels of training. This is to ensure we continue to offer high levels of customer service and comply with GDPR. All staff who process personal data are trained on an annual basis or in instances of legislative change.

*Who will it be shared with?*

Information is only shared with staff at Intune Dance and Movement on a need to know basis.

Intune Dance and Movement does not actively share data with third parties, however there are occasions where sharing information is necessary. Such occasions include:

- Entering pupils for examinations eg. Royal Academy of Dance.
- Performance programmes.
- Publicity, social media and school website.
- School notice boards.
- Child protection concerns.
- Supporting Test and trace

In such cases consent will be obtained before information is shared and consent may be withdrawn at any time. The only exception to this is where a situation concerns child protection.

At Intune Dance and Movement we do NOT sell the personal data of our members or buy data from third parties.

*Where is the information stored?*

We are committed to ensuring that all information held by Intune Dance and Movement is secure. In order to prevent unauthorised access or disclosure. We keep data in secure locations (including but not limited to, password protected PC and/or in lockable storage). Any computer databases used by the school are compliant with GDPR and hold the relevant accreditation.

*How long will we keep personal information for?*

Data is retained for as long as necessary to fulfil the purposes we collected it for, including the purposes of satisfying any legal and financial requirements. All personal data except accountancy and first aid records will be securely deleted/destroyed/shredded according to Government Guidelines after the student leaves the school or after 6 years.

### *Cookies*

Cookies are small pieces of data that websites store on a device to help the site provide a better user experience. In general, cookies are used to retain user preference, store information such as retaining things in a shopping cart and to provide anonymised tracking data to third party applications like Google Analytics.

As a rule, cookies will make your browsing experience better. However, you may prefer to disable cookies on our site and on others. The most effective way to do this is to disable cookies in your browser. We suggest consulting the Help section of your browser which offers further guidance.

*What measures do we take at Intune Dance and Movement to ensure we are compliant with GDPR and ensure good practice?*

- The school is registered with the Information Commissioner's Office. Registration is renewed each year.
- The school has an appointed Data Protection Officer.
- All staff who collect and process personal data undergo annual training.
- A Data Protection Impact Assessment is conducted on an annual basis to ensure that privacy and data protection is considered at all times.
- Systems for consent are regularly checked and records of consent maintained.
- If Intune Dance and Movement experiences a data breach of any kind, we have a legal obligation to report this to the Independent Commissioner's Office (ICO) within 72 hours. We will inform all the victims of the data breach as soon as possible if there is a high risk of adversely affecting individuals' rights and freedom. A register of all data breaches will be maintained.

*What are your rights?*

GDPR provides the following rights for individuals:

1. The right to be informed

2. The right of access
3. The right to rectification
4. The right to erasure
5. The right to restrict processing
6. The right to data portability
7. The right to object
8. Rights in relation to automated decision making and profiling

Individuals can make a request for any of the above verbally or in writing, although the right is not absolute and only applies in certain circumstances. Intune Dance and Movement will respond to a request within one month.

*Last reviewed and updated: 16th May 2024*

## **Special Educational Needs and Disability**

At Intune Dance and Movement we strongly believe it is our duty to provide equal opportunities to all of the pupils and participants under our care and to provide a safe and fully equipped environment that helps them to achieve their potential.

The school believes it is in the best interests of its pupils, participants, parents and guardians to disclose information about any special educational needs or disabilities that a pupil has in order to support the pupil.

The following procedures are in place to support pupils and participants with special educational needs:

- All parents, guardians and participants are requested to give information regarding any special educational needs or disabilities when they enrol and to update the school if there are any significant changes.
- Parents and guardians are requested to share any guidance that has been given by the pupil's school that may assist the tuition of the pupil.
- The director will share appropriate information with relevant members of staff and ensure appropriate training takes place.
- If a pupil or participant has a significant physical or mental disability that may affect their participation in lessons, a meeting between the director and parents or guardians will take place to agree the best measures to be put in place to support their participation and ability to achieve.

*Last reviewed and updated: 16th May 2024*

## **Staffing**

The aim of this policy is to set out the conditions in which Intune Dance and Movement engages members of staff:

- All teachers must hold a relevant dance qualification or be working towards qualifications with nationally recognised organisations.
- All staff will be required to adhere to the school's Code of Professional Practice.
- The school will require all staff to undertake appropriate checks to ensure their suitability to work with children and young people. This must be done and completed before they start teaching.
- All staff must attend training courses and CPD as required by the school. This may relate to syllabus updates, child protection, fire safety and first aid.
- All staff are regularly observed teaching, in both formal and informal lesson observations.

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