



Policies & enrolment agreements

By attending our classes you are agreeing to our below policies.

RISKS RELATING TO DANCE

Dance is a physical activity, and therefore poses the risks of injuries. Whilst Diverse Dance Works takes the upmost care to provide safe dance tuition, dancing can cause injuries, and accidents can occasionally occur. By attending our classes, you understand the risks related to dance and accept that the responsibility for injuries or accidents cannot be held against Diverse Dance Works or our teachers.

It is also important that any injuries or medical concerns are explained to our teachers. For under 18's this is the parents responsibility.

PHOTOS/MEDIA RELEASE

Occasionally we will take appropriate photographs in class, and at our performing events. These photographs will only ever be posted on our Diverse Dance Works social media accounts, our website and marketing material. If you do not wish for your child to be photographed, please write this on your enrolment form and we will ensure they are not included in our media.

UNIFORM POLICY

For all kids, teens & young adult style classes, students **must** wear a Diverse Dance Works top or leotard, with either Diverse Dance Works leggings/joggers/shorts or their own black leggings/joggers/shorts.

Hair must be tied up.

Other DDW uniform items are *optional* and may be worn in these classes.

For any classes where Street or Commercial styles are danced, trainers or jazz shoes must be worn.

For any classes where lyrical or jazz are danced, either bare feet, jazz shoes, ballet shoes or footpaws must be worn.

Our uniform is ordered directly by you through a third party organisation. Diverse Dance Works is not responsible for items purchased through the third party website, please see their terms & conditions on the site when ordering, and contact them with any issues concerning orders.

BILLING OBLIGATIONS

Payment terms

- Diverse Dance Works classes (with the exception of adult Latin in line dancers who are PAYG) are to be paid as half termly fees.
- The fees are to be paid in the **first week** of the half term.
- The fee payer is responsible to view the fees document on the website at the beginning of each half term.
- We do not offer refunds.
- In the case of a class being cancelled, a replacement class will be arranged in place, therefore we will not offer credit to be carried across to the next half term. If a replacement class is not able to take place, the cost of the class can be carried across to the next half term in credit.
- Any classes missed by students for their own reasoning, cannot be refunded or claimed in credit.

Late payment charges

- Late payment charges will be incurred if you have failed to pay your fees in the first week of half term. £10 will be added after the payment deadline date listed on the fees document.

Exit policy

- Should the student stop any classes, 4 weeks written notice is required. The notice period runs in line with our term dates, and all classes during this time remain due.

STUDIO POLICY

- No outdoor/dirty shoes in the studio.
- Bags may be brought in but must be kept to the side, away from dance space reducing safety hazards.
- No food in the studio space.
- Any mess you make, you must clear up, leaving the space as you found it.
- No under 18's permitted to enter the kitchen unless authorised and/or accompanied by an adult.
- No under 18's permitted to exit the building until a parent/carer arrives for collection. Previous written permission from a parent/carer must be given before an under 18 student is allowed to go home by themselves.
- Children will not be permitted to exit the room without an authorised adult on any occasion. Parents are required to ensure their children have been to the toilet prior to class. If you wish for your child to be able to access a toilet during their class time, parents must wait in the building to be able to accompany them.

See next page for Bullying Policy & Child Protection Policy

BULLYING POLICY

Bullying of any description, verbal, physical or otherwise, will not be tolerated between students, parents, teachers or Diverse Dance Works team members. Any form of bullying, abuse or discrimination will result in being removed from the dance school, and police involvement should it be necessary.

CHILD PROTECTION POLICY

1. It is the policy of the school to provide efficient, up-to-date, enjoyable and safe instruction in dance to all pupils who enrol in the school or join in the classes or activities.
2. The class teacher will complete a visual premises check prior to classes for any defects or faults that exist or may have developed which might present hazards to any attending the premises.
3. All instruction will be geared to the previous experience and abilities of the pupil(s) and no person will be required to perform movements beyond their intrinsic capabilities. Staff will be sensitive to all pupils' religious beliefs and culture.
4. No energetic instruction will be given without pupils undergoing a "warm-up" session.
5. Children will not be permitted to exit the room without an authorised adult on any occasion.
6. No under 18's permitted to enter the kitchen unless authorised and/or accompanied by an adult.
7. Children of primary school age and below; Parents are required to ensure their children have been to the toilet prior to class. If you wish for your child to be able to access a toilet during their class time, parents must wait in the building to be able to accompany them.
8. No under 18's permitted to exit the building until a parent/carer arrives for collection. Previous written permission from a parent/carer must be given before an under 18 student is allowed to go home by themselves.
9. No pupil under age 16 will be driven home by a member of staff in his/her car without the permission of a parent or guardian or in the event of an emergency.
10. Normally no member of staff will be alone with a young pupil for any substantial period of time without the consent of a parent or other authorised person.
11. If appropriate, changing facilities will be provided. Where possible parents should supervise their own children in the changing area otherwise supervision will not be by a single adult.
12. No child may be photographed or videoed without the consent of parent or guardian, this consent is requested on enrolment forms, and is given only with the signature of a parent/guardian.
13. Up to date DBS certificates are held by all teachers.
14. Only suitably qualified persons will be employed in a teaching capacity while any student engaged to assist with teaching will only work under the supervision of a qualified member of staff.
15. In the event of activities outside the school premises the instructors will regard themselves as being in "loco parentis" and, so far as applicable and within their control, apply the preceding and subsequent guidelines as if the event was in their own studio.
16. Teachers will avoid any unnecessary physical contact with pupils. However parents should understand that some aspects of teaching involve some contact.
17. The school principal(s) will ensure that s/he and the members of staff are properly covered against incidents involving public liability and professional negligence insurance.
18. No form of discrimination, by religion, colour, the child's background and so on will be tolerated in the school.
19. At all times, all staff will endeavour to keep the highest standards of instruction and behaviour. The school principals retain the right to discharge from the school any pupil who persistently disrupts the tuition, uses offensive language, or other anti-social behaviour.