



**PRIVACY POLICY | CHILD PROTECTION POLICY | HEALTH AND SAFETY POLICY**

## **JC Dance PRIVACY POLICY**

The purpose of this privacy policy is to explain how JC Dance collects, uses and shares your personal data.

### **How JC Dance collects and uses your data:**

1. Registration Forms. Completed paper registration forms are kept in the school's office, accessed only by the principal, Joanna Crawford and are shredded when a student leaves the school. The data provided on the registration form is used in several ways.
  - a. Parent name and student names are added to our office-based invoicing software.
  - b. Parent name, student name, student date of birth, Email address, mobile phone number and any medical notes are added to our attendance software. Our attendance software is cloud based and each teacher has a unique log in and password. The principal has access to all records, however individual teachers have access only to registers for the classes they teach and subsequently can only access pupil information for students in those classes.
  - c. Email address are added to our emailing software (cloud based, password secured and only accessed by the school's principal) for sending school e newsletters.
  - d. Student name and date of birth information is used to enter pupils for dance exams (ISTD & RAD), and performances (The child's Employment & Entertainment Officers at our 3 local councils require either non-licenced notifications or licences for children to perform in our shows). Your information is not shared elsewhere.
2. Emails / Texts or Messages sent to JC Dance are only accessed by the principal. Where necessary information will be shared with teachers. Correspondence is deleted when a student leaves the school.

3. Upon leaving the school, JC Dance deletes email addresses from our mail software and archives data on the invoicing and attendance databases.
4. Photographs. Subject to parental consent (as indicated on registration forms) photographs taken by the principal are taken on a dedicated JC Dance phone. Photographs taken by other teachers are sent to the principal via a secure messaging service and then deleted from their devices.
5. Our website is secure with an SSL Certificate installed, so that any data that is sent to us via our enquiry form is encrypted and can't be stolen and used elsewhere by hackers.
6. Any word / excel based documents which may include your data (for example sign in sheets for our shows) are stored on a hard drive only accessed by the principal.

Should you have any questions relating to the use, storage or deletion of your personal data please contact the principal.

This policy was last reviewed on 05/04/2018

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Signature: \_\_\_\_\_

## **JC Dance CHILD PROTECTION POLICY**

We believe that no child or young person should be the subject of neglectful or abusive behaviour.

We will promote and maintain the welfare of every child in our care and seek to protect them from harm regardless of race, age, disability, gender, sexual orientation, religious belief or any other form of identity or creed. We will create a safe and welcoming environment for all.

This policy applies to all our teachers, teaching assistants and volunteers and covers children under the age of 18 and/or vulnerable adults under the age of 24.

### **To protect children and young people in our care, we will:**

- Value and respect children and listen to what they have to say
- Work with children, parents and relevant organisations
- Share our policy with all staff, parents and students
- Ensure all required checks are made when hiring staff and that those in regular contact with children hold a current DBS check
- Provide appropriate training and support to all teachers, assistants and volunteers
- Take responsibility for children and young people's safety when in our care
- Seek permission from parents before taking images (photographs or film) of students and inform them how and where the images will be used
- Report suspected neglect or abuse to the nominated member of staff, relevant organisation, or police
- Ensure that this policy is regularly updated

Concerns regarding a child's welfare can be reported by:

- Parents
- Teachers
- Friends
- The child or young person

All allegations of neglect or abuse will be taken seriously. If a concern is reported directly by the child or young person we will not seek to disagree, ask probing or leading questions, or do anything else which may discourage them.

We will make clear that reported concerns cannot be kept confidential but will need to be shared with an external organisation. Parents or guardians will also be involved if appropriate.

**We recognise that early action is vital. Any concerns will be reported immediately.**

If the child or young person is in immediate danger of harm, we will contact the police.

In all other cases, we will report concerns to our local Protection Team - Care Connect on **0300 123 6720** (8am - 8pm) or out of hours 0300 123 6722 (8pm - 8am).

### **Appropriate Physical Contact in Dance**

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 student'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 student's wishes and put their welfare first. In all cases, we will say why and how we will be correcting the student's position before making any contact. Parents who do not consent to the above must inform the principal in writing.

### **Use of Photographs and/or Film of Children and Social Media**

Before taking images of a child or young person, we will:

- Make clear to the child and parent where and when the image will be taken
- Clearly identify the person who will be taking the image
- Explain how the image will be used, e.g. whether it will be posted on social media or printed to be displayed at the school
- Seek written agreement from parents that images can be taken of their child via our registration forms upon enrolment at the school.

Where we have publicly displayed images at our school or on social media, parents and students may withdraw their permission at any time. In such cases, the images will be removed as soon as is reasonable and without question.

We ask that any parent wanting to take photographs or film at our events only do so with our prior permission. Permission will only be granted on the agreement of all present.

We will only interact on social media via our official JC Dance Facebook, Twitter or Instagram pages. Teachers will not accept friend requests from parents or pupils to their personal accounts nor will they send them.

This policy was last reviewed on 05/04/2018

Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Signature: \_\_\_\_\_

## JC Dance HEALTH AND SAFETY POLICY

This is a statement of general policy and arrangements for JC Dance

We will actively maintain and promote good health and safety procedures and will:

- Maintain safe and healthy work conditions
- Provide adequate control of the health and safety risks at our school
- Be open to comments and suggestions from our teachers, assistants, students and their parents on matters relating to health and safety
- Ensure all teachers and assistants can do their tasks, hold any required qualifications, and that they receive adequate training
- Record any harm or injuries that occur in an Accident Book and make changes where required to avoid similar incidents in the future
- Regularly review and update this policy

The principal, Joanna Crawford has overall responsibility for health and safety.

A First Aid box and accident book is located at the receptions of Poulton YMCA, Thingamajigz and Play Football and by individual teachers using the studio at Blackpool Sixth Form.

This policy was last reviewed on 05/04/2018

Name:

---

Job Title:

---

Signature:

---