



Cranleigh Dance & Theatre Arts Ltd – Safety Guidelines

These guidelines are for the safety and well being of pupils and teachers. They reflect the code of professional conduct published by the Council for Dance Education and Training. Whilst the children are in class, their safety and welfare is our responsibility. We want to be sure that their safety continues as they are delivered and collected by you.

Arrival and Departure: All Junior School Children should be walked to and from the buildings where classes are held. We do not expect junior school age students to leave the building to meet parents outside. Pupils should arrive in good time for the start of their class to ensure they take part in the class warm-up. CDTA is not responsible for any injury resulting from late arrival. If your child is going home with someone not known to us, please hand a note to the teacher before class starts. If you are aware that you are going to be late, please make sure your child knows. They can quickly get upset if they think they have been forgotten. **Please note the new guidelines as detailed in our COVID-19 procedure – children in the big hall get dropped off at the blue fire exit doors opposite the car park and children whose class is in the small hall get dropped off at the normal main entrance, no parents inside the building at this time please. If you are late picking up your child you will need to ring the doorbell at the main entrance in order to collect your child.**

Safety: We cannot be held responsible for the safety of children outside their class. We would suggest that you discourage all your children from running outside class, standing on the chairs in the hallway and playing on the bicycle and ramp support bars.

Behaviour: We are not responsible for the behaviour of pupils or their siblings outside their class. If you feel your child is not mature enough to wait in a manner of which you would approve, then we would ask you to wait with them. This is particularly important in the summer, when the children like to play outside. We expect all students to behave in a responsible manner at all times and to respect others. Whilst we cannot be responsible for the tone or manner of conversations and behaviour taking place in the waiting areas or changing rooms, we do try to encourage responsible attitudes. We recognise that senior students will often be taken as role models by the younger pupils; we ask the seniors to reflect on this responsibility and the impressions they can leave. We will of course bring any inappropriate behaviour on the part of a pupil to the attention of their parents.

School Policies: Please read our school policies, sent to you on registration or found on our website. Parents should be aware that we normally take a "hands on" approach to teachers correcting our students (although not at this time due to COVID-19 and social distancing restrictions) and that we allow photographs and video film to be taken during "Watching Week" classes. Photographs and films taken by us or others at CDTA events may be used for promotional purposes. If you are unhappy with these policies, please notify the School in writing. Please also be aware that children in our junior classes may be taken to the toilet by our Senior Student Helpers rather than by the teachers. Pupils must obtain permission from the Principal before taking dance classes elsewhere and before taking part in any external dance performances.

Premises: Please remind your child to arrive dressed for class at this time we will only be allowing one student at a time in the toilets. Please also remind them to only use the one signed toilet to help us with our cleaning procedures. Please do not use the Disabled Toilet unless it is appropriate. The toilets do get blocked so please use the bags and bins provided for the disposal of sanitary towels and tampons. Please take food rubbish home as there is no collection from the premises. If necessary use the bin in the kitchen. **Do not put rubbish in the sanitary bins! Please put all rubbish in the CDTA bin provided.** The flooring in the halls we use is not sprung. Working on a floor of this type poses no more of a risk than jogging, skipping or running on a school playground or participating in Games or P.E. in a school assembly hall. In keeping with the School's policy of openness, it is important that all families are aware of this. You are then in a position to make an informed choice as to whether you accept these conditions for your child.

Car Park: Do avoid using the disabled spaces or parking in the "keep clear" and "hatched" areas when delivering and collecting children from classes. The Emergency Services may need access to the bungalows or Church Rooms.

Tap Shoes: These must not be worn outside the building. Tap shoes must be taken into class and put on during the register. Taps will be checked for protruding screws and rough surfaces. If we find any damage, pupils will be asked to dance in normal shoes until the damage has been repaired. We are only allowed to tap in the small hall unless for exams.

Uniform: Uniform (see list) must be worn for all classes and students should be neatly groomed at all times. No watches, earrings or jewellery of any kind are permitted; hair should be in a bun for ballet classes and preferably for all other classes. Ballet style X-overs and CDTA branded clothing are permitted for warm-up but nothing else. **Please note at this time students will be permitted to wear one uniform for all classes whether that is their ballet uniform or modern and tap uniform, to avoid having to change between classes and reduce traffic in the changing area.**

Food and Drink: Please do not include any nut foods in the snacks your children bring to classes. We have students with severe nut allergies. Glass bottles are banned; chewing gum is not allowed; smoking is not permitted.

Emergency Contact Details and Medical Conditions: Please notify the school in writing of any change of address or telephone contacts, including mobiles. Please inform us in writing of any new or changes to medical conditions and to medication to be administered in an emergency. Asthma inhalers, epi-pens etc. should be taken in to classes and left with the teacher.

A half-term's notice (or fees in lieu) is required for cancellation of classes. Cranleigh Dance and Theatre Arts cannot be held responsible for the actions or omissions of third parties.