



## Cranleigh Dance & Theatre Arts Ltd – Safety Guidelines

These guidelines are for the safety and wellbeing 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.

**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 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.

**Premises:** 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.

**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.**

### **COVID-19 Procedures**

- Our teachers will be cleaning all touch points on the premises on entry to the church rooms but no longer in between classes.
- We will still be encouraging students to use the hand sanitiser provided when coming into class and leaving.
- All students can now use the main entrance for both rooms and can wait in the foyer before and after class if necessary.
- Parents may now use the foyer area however we would encourage parents not to congregate in large groups inside but wait outside when the weather allows.
- From 16 August, double jabbed individuals and under 18s will no longer need to self-isolate if they are identified as a close contact of someone with COVID-19. For most people, COVID-19 will be a mild illness. However, if you develop COVID-19 symptoms, self-isolate immediately and get a PCR test, even if your symptoms are mild. The most important symptoms of COVID-19 are recent onset of any of the following:
  - a new continuous cough
  - a high temperature

- a loss of, or change in, your normal sense of taste or smell  
You should self-isolate at home while you book the test and wait for the results. You must self-isolate if you test positive. Your isolation period includes the day your symptoms started (or the day your test was taken if you do not have symptoms), and the next 10 full days. This is the law. You must self-isolate immediately and for the next 10 full days because this is the period of time when the virus is most likely to be passed on to others (the infectious period).
- Please advise us if you have tested positive for COVID-19.