

# COMPANY POLICIES AND GENERAL RULES

Innovations Dance Company has several rules and policies in place for staff and members - these are essential for safety, happiness, and progression of our students. All members must comply to the following-

- **REGISTRATION-** All students are required to register at every class
- **EMAIL/TELEPHONE CONTACT-** All parents are to keep updated information with the company via class manager
- **MEDICAL CONDITIONS-** All parents are to keep their portal up to date with all medical information
- **LEAVING CLASS-** Please inform if your child wishes to leave the company- if term fees have already been paid the company do not refund and a payment of £10.00 will be required to leave the company.
- **LATE PAYMENTS-** If the standing order payment deadline of the 1<sup>st</sup> of each month is missed a £10.00 late payment will be added if payment is 4 days late and your child will not be able to attend class.
- **FEES-** Fees are paid monthly on the first of each month via standing order. Fees remain the same on a 3-5 week month. Innovations plan to move to a direct debit system from September 2025.
- **DATES-** Running term time only (No payment is required in August and payment is discount in April due to Easter)
- **CLASS CANCELLATION-** Innovations has the right to cancel class with no refund given.
- **WEATHER, TEACHER ILLNESS OR EMERGENCY-** In the event of severe weather conditions or teacher illness/emergency classes might be cancelled and no re-fund will be issued. Students are welcome to join another class of their choice to make up for ONE missed session OR credit can be issued if the cancellation falls under a 3 week month.
- **CHILD PROTECTION-** Safety of our students is a priority at Innovations. All staff are Enhanced DBS checked and have essential first aid training and Child protection training.
- **PHYSICAL CONTACT-** This may be required between teacher and student, in an appropriate manner, to teach and correct movements.
- **PHOTOS AND VIDEOS-** There are occasions when photos or videos of your child may be taken during class or performances, which may be used by the company for promotional purposes. Parents should inform the principal if they do not want their child to be photographed or filmed.
- **HEALTH AND SAFETY ADVICE-** Please make sure a teacher is present when arriving at lessons and your child is properly supervised outside of class. Whilst we take every care to ensure your child's safety in class, we cannot be responsible for your child out of class. Children should not enter classes until a member of staff opens the door to the venue.
- **MEDICAL ATTENTION-** Minor injuries will be treated in class as requires. In the event of more serious illness or injuries, parents will be contacted and emergencies services if needed. Parents will be informed of injuries and they are all noted in our injury/illness file.
- **PERSONAL PROPERTY-** Innovations Dance is not responsible for any loss or damage to property whilst on premises.
- **PROGRESSION-** It is at the discretion of the teacher if a child is ready to progress to the next level or skill in class. Our teachers are trained professionals and have your child's best interest at heart. Progressing a child too quickly can hinder their overall learning experience.
- **WORLD PANDEMIC-** In a result of a world disaster and classes must be paused £20.00 fee per student will need to be settled to keep your child's space in class. IF we can offer online or outside classes, normal fees will remain.
- **COMMUNICATION-** Please note IDC offices on our members area. Please DO NOT pull staff before/end of sessions to talk we are then cutting the time of class down for the students which is unfair, please send us a message and we will get back to you.
- **WATCHING CLASSES-** No Parents are allowed to watch classes as it causes a distraction. If students need to stay during to wait for their next class, this is allowed as long as students are quiet and respectful.
- **UNIFORM-** ALL students must arrive in IDC t-shirts and wearing the correct uniform for that style class. If students are not in correct uniform, this could result in your child not taking part.
- **HAIR-** Must be secured back in a low bun. Jewellery should not be worn.
- **FOOTWEAR-** No child should be wearing shoes or socks- lessons take place bare foot or ballet/tap/jazz shoes

- **FOOD+DRINK-** Food is not allowed in class, except for children with medical conditions. Only water or squash should be brought to class. Chewing gum is not permitted at all. If students have a break inbetween classes, food is allowed but strictly NO nuts.
- **TOILET BREAKS-** All parents should make sure children use the toilets before class. If your child needs the toilet during class, they must ask permission and be able to attend the toilet by themselves wearing footwear.
- **PUNCTUALITY AND ATTENDANCE-** All students should arrive for class on time and attend classes regularly, as this is essential for learning.
- **RESPECT AND BULLYING-** We ask all students, their families and staff to be respectful to each other, and to be encouraging and refrain from negative comments. We have zero tolerance for bullying and will remove students and families from the company if they are found to be bullying or speaking badly about staff or IDC.
- **CLASS EQUIPMENT-** If any children are caught taking advantage of the equipment or cause any damage to equipment or venues, parents will be charged for the damage caused
- **MOBILE PHONES-** Are not allowed in classes by any student. If students feel the need to bring them, phones must be turned off and put inside your child's bag.
- **EXAMS AND EVENTS –** Once payment is made towards exams and events no refunds are given
- **CLASS AWARDS-** Class awards are to be brought back on time, any breakages or missing trophies will be charged
- **SECURITY-** All venue doors will be secured once students are in the studio

### **Child Protection Policy**

The dance company has a duty of care to safeguard all children involved in dance from harm. All children have a right to protection and the needs of disabled children and other who may be particularly vulnerable must be taken into account. The dance school will ensure the safety and protection of all children involved in dance through adherence to the child protection guidelines, A child is defined as under 18 The Children Act 1989.

### **Policy Aims**

The aim of Innovations Dance Company Child Protection Policy is to promote good practice:

- Providing children and young people with appropriate safety and protection whilst in the care of lessons
- Allow all staff/volunteers to make informed and confident responses to specific child protection issues.

### **Public Insurance Liability**

All Innovations Dance Company staff hold a public liability insurance and certificates can be viewed upon request. Any locum teacher who teaches classes will have their own insurance and qualifications.

### **DBS CHECK**

All Innovations Dance Company staff have an up-to-date Enhanced DBS- Certificates can be viewed upon request.

### **First Aid**

All Innovations Dance Company staff hold a certificate for Essential first aid training for all ages and demonstration of AED. Any locum teacher who teaches classes will have their own First Aid.

### **Child Protection License**

All Innovations Dance Company staff hold an updated license for Child Protection

### **Dance Association Qualifications**

Innovations Dance Company hold professional teacher qualifications with the following-

- International Dance Teachers Association (IDTA)

- United Kingdom Alliance (UKA)
- Acrobatic Arts (AA)
- Acro Dance Pre School (AA)
- AcroTrix Student Teachers
- British Cheerleading Association (BCA)/BCQ
- Alixa Flexibility (AF)
- ACROPAD CENTRE

**Please visit our members page to receive all IDC information and the uniform link**

**Please note the password is updated regularly and will be issued once fully enrolled with the company**

**To keep up to date download – Class Manager Portal App**

**[www.innovationsdancecompany.com](http://www.innovationsdancecompany.com)**