

## Child Protection and Equal Opportunities Policy

It is the policy of The Space Hub, wherever reasonably practical, to safeguard its members from physical, sexual and emotional harm while participating in various activities. We take all reasonable steps to ensure that, through relevant procedures and training; children do so in a safe environment. To protect the well being of children in our care, we would ask you to be fully aware of the following points.

- We respectfully request that parents or guardians be responsible for escorting young persons under the age of eighteen to and from the venues, and are punctual on collecting.
- That parents or guardians of children under the age of twelve should remain in the waiting areas while classes are in progress. Failing this, that staff are made aware of any absence on the part of the parents or guardians. We expect that students aged 12+ attending classes will leave the class unaccompanied, no longer becoming the responsibility of the teacher in charge, unless we are notified otherwise.
- The Space Hub staff are not to be considered in 'loco parentis' outside the halls of tuition. The Space Hub' duty of care for a student is during stated class times only and then only to negligence. This is on the condition that they adhere to the rules of behaviour and conduct given by the teacher. Supervision outside of class/performance times is not the responsibility of The Space Hub.
- Parents and guardians should be aware that the styles of dance taught at The Space Hub necessitate physical contact between teacher and pupil, and I hereby consent to physical correction. If this is not acceptable, the teacher must be notified in writing.
- Where personal tuition is given, parents or guardians are advised to remain in the waiting areas throughout.

## Code of Practise and Equal Opportunities

1. All staff and volunteers within the school are vetted and have been checked through the Disclosure Barring Service (DBS)
2. The staff of The Space Hub do not discriminate and offers equal opportunities to all pupils.
3. The staff hold qualifications relevant to the training they undertake with pupils and are covered by full Public Liability insurance.
4. We undertake to ensure that outside halls used for tuition are safe to use and suitable for the teaching of dancing.

## Procedures

1. In the event of illness of pupils under the age of sixteen, prescribed medicines will only be given where permission has been given by the parent/carer.
2. In the event of an accident in class, first aid will be given and medical assistance sought in cases where it is reasonably deemed necessary.
3. Parents or guardians who will not be present during classes should make full contact details available.
4. Details of any accident will be noted in the accident book.
5. It is your responsibility to inform us in writing to The Space Hub, First Floor, 81-87 Crockhamwell Road, Woodley, RG5 3JP if:
  - a) You/your child has any medical conditions and/or allergies, special needs or learning disabilities which could affect them during class.
  - b) You/your child has any injuries which could affect them during class. Agreeing to attend a class is a declaration of your fitness.
  - c) Of any changes to your/your child's circumstances e.g. address, contact details, medical conditions etc.

## **Model release**

• By signing the The Space Hub registration form you consent to the following:  
Your consent gives permission for images/video footage of yourself/your child to be taken during classes, workshops, parties, demonstrations, events and shows, and for these images/video footage to be lawfully used for the advertising, marketing and promotion of The Space Hub. Consent also includes the release of photographs/video footage for sale to parents as mementos of workshops or the rehearsals/shows performed by students of The Space Hub. The photographs/video footage may be used in our promotional material including, but not limited to, flyers, posters, newsletters, course leaflets, advertisements, promotional show reels, web site and press releases. You also relinquish any right to edit/examine or approve the products or use to which any such image(s) is/are applied in the lawful promotion of The Space Hub.

**Written confirmation will be required if you wish to opt out of Model Release terms and conditions.**

## **Behaviour**

- All students are expected to conduct themselves sensibly during all classes/sessions, showing self-discipline and respect towards others at all times.
- No mobile phones are to be used in class.
- When using social media all students are expected to conduct themselves appropriately and sensibly with polite etiquette. Students should ensure they uphold the reputation of The Space Hub. Inappropriate use of social media in association with The Space Hub may jeopardise your place.

## **Competitions**

1. By entering into competitions, you are agreeing to further commitment of weekly group and one to one lessons which are expected to be maintained throughout the year. If both classes and one to ones are not maintained then we reserve the right to cancel your competition enrolment.
2. We respectfully request that parents or guardians are responsible for their children's well being throughout the day.
3. It is suggested that if there is concern, that parents or guardians could contact the management of the competition venue to ascertain their safety procedures.

## **Complaints**

In the event of a complaint against The Space Hub, this should be made in writing to the office address: FAO The Directors, The Space Hub, First Floor, 81-87 Crockhamwell Road, Woodley. RG5 3JP