

Lea Sandford

SCHOOL OF DANCING

Health and Safety Policy

Purpose

At Lea Sandford School of Dancing, we are committed to providing a safe, welcoming, and supportive environment for all students, parents, caregivers, teachers, and visitors. The health and safety of everyone involved in our school is a top priority. This policy outlines our responsibilities and expectations to ensure the safety of all individuals participating in our programs.

Facility Address

Lea Sandford School of Dancing operates at:

Methodist Church Hall - 76 Red Beach Road, Red Beach, Auckland 0932

This location is used for all regular classes, rehearsals, and performances unless otherwise specified

For correspondence or administrative matters, please use the mailing address:

P.O. Box 136, Silverdale, Auckland 0944.

Responsibilities

1. Management and Staff

- Conduct regular health and safety checks of the premises and equipment.
- Ensure all teaching staff are trained in first aid and child safeguarding procedures.
- Maintain up-to-date risk assessments for all activities and venues used by the school.
- Provide clear guidelines on emergency procedures, including fire evacuations.

2. Students and Parents/Caregivers

- Students must follow instructions provided by teachers and staff to ensure their own safety and the safety of others.
- Parents/caregivers are responsible for dropping off and collecting their children promptly before and after lessons.
- Parents/caregivers must escort their children to and from the hall; children are not permitted to walk to the car park unaccompanied.

3. Visitors and Other Participants

- Visitors, including siblings, are expected to adhere to our health and safety guidelines.
- Siblings must remain supervised and are not permitted to play in the car park due to the risk of accidents during lessons.

4. Privacy Act

- The Lea Sandford School of Dancing enrolment form collects personal information about the student. Under the Privacy Act 1993, you are entitled to have access to and request correction of this information at any time. All personal information is held in the office at Lea Sandford School of Dancing, P.O.BOX 136, Silverdale, Auckland 0944.
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Pick-Up and Drop-Off Protocol

- Parents/caregivers must drop off and pick up children directly from inside the hall.
 - Children will not be allowed to leave the hall without a parent or designated caregiver present.
 - Late pick-ups should be communicated to the school in advance.
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Car Park Safety

- The car park is not a play area.
 - Siblings and other children must be supervised at all times and are not allowed to play in the car park for their own safety.
 - Parents/caregivers must be vigilant when driving in and out of the car park to avoid accidents.
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General Safety Measures

1. Facilities

- The dance floor, mirrors, power points, and equipment are regularly inspected to ensure they are safe and in good condition.
- Hazardous areas are clearly marked, and any safety concerns must be reported to staff immediately.

2. First Aid

- First aid kits are available on-site, and staff are trained in their use.
- In the event of an injury, parents/caregivers will be notified as soon as possible.

3. Fire and Emergency Procedures

- Emergency exits are clearly marked, and evacuation procedures are displayed in the hall.
- In the event of an emergency, all students, staff, and visitors will gather in the car park directly outside the Methodist Church Hall. A roll call will be conducted to ensure everyone is accounted for.
- Periodic fire drills are conducted to ensure preparedness.

4. Hygiene

- Studios are cleaned regularly, and students are encouraged to maintain personal hygiene.
 - Any infectious illnesses should be reported, and affected students should remain at home until they are no longer contagious.
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Code of Conduct

All members of the Lea Sandford School of Dancing community are expected to:

- Respect the rights and safety of others.
 - Avoid engaging in behaviour that may endanger themselves or others.
 - Report any hazards or incidents to staff promptly.
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Concerts, Exams and Costume Policies & Procedures

- It is not compulsory for a student to be involved in the annual concert and exams, but it is strongly encouraged.
 - Students participating in the concert and exams are required to attend extra rehearsals, dress rehearsals, and all performances.
 - Parents and caregivers are permitted backstage and in the changing room area only if they are an allocated helper for that performance. Non-helpers are not permitted backstage during concerts. All children are supervised during concert rehearsals and performances.
 - Each dancer must complete a Concert Consent form signed by a parent/caregiver in order to participate in the concert.
 - Photographing or videoing students in class and at concerts is not permitted. This is to ensure the safety and wellbeing of each individual and to comply with the Privacy Act 1993 regulations.
 - Costume levies are non-refundable, and costumes used for the concert are the property of the ballet school and any damage to the costume(s) will incur a fee.
 - Any student with unpaid term fees at the time of the concert will not be eligible to participate unless alternative arrangements have been discussed and agreed upon.
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Review and Updates

This policy will be reviewed annually or when necessary to reflect changes in laws, guidelines, or circumstances. Feedback from parents, caregivers, and staff is welcome to ensure our health and safety practices remain effective and inclusive.

For any questions or concerns, please contact Lea Sandford School of Dancing at balletdanceteacher@gmail.com or visit www.lssod.co.nz for more information.

By enrolling at Lea Sandford School of Dancing, parents, caregivers, and students agree to abide by this Health and Safety Policy. Thank you for your cooperation in keeping our school a safe and nurturing environment for all.