**Health & safety policy**

Hannah Rose Dance take seriously their responsibility to ensure the safety of their pupils. All pupils must complete a Registration Form when joining the school with clear information regarding emergency contacts and any relevant medical history.

• Employment of freelance staff will only be made with evidence of appropriate qualifications.

• Staff must have completed an Emergency Aid course and have regular updates.

• All staff will have an up to date DBS/CRB Check.

• Pupils will be supervised during class time only and parents/carers must ensure the safety of their children in the waiting, changing and toilet areas.

• In case of a Fire emergency a clear understanding of responsibilities must be understood by all:

The Grand Pavilion, Matlock Bath Fire Assembly Point – In the Grand Pavilion car park next to the side of the fish pond (not the pub)

At the Grand Pavilion, Fire Extinguishers and clear guidelines for use must be visually available.

• A fully equipped First Aid Box must be kept up to date at the premises. In case of an incident – a report will be made in Hannah Rose Dance’s accident book

• All children are advised to stay inside the premises until collected by a responsible adult.

* Teachers will always ensure children have been collected before leaving at the end of each session.
* No refunds will be given if any classes are cancelled beyond our control e.g. snow, students may attend another suitable class on the timetable to replace the missed class

• All policies and procedures featured on our website are at the discretion of Hannah Rose Dance and will be complied by - A hard copy will be available at the dance school