



Health and Safety policy
For
Lily Webb School of Dance

Lily Webb School of Dance provides inspiring and inclusive dance classes for children ages 3-18 years old. Running classes weekdays after school and Saturday mornings with exam sessions, shows and holiday workshops running occasionally.

Based at-

Kings Hill Community Centre
70 Gibson Drive
Kings Hill
West Malling
ME19 4LG

And

Leybourne Chase Sports Pavillion
Bannister Way
Leybourne
West Malling
ME19 5GQ

Our Health and Safety Principles-

- All parents of pupils must fill out a registration form when joining the school.
- This will show all up to date information regarding any medical conditions, emergency contact details and photographic consent.
- All personal information is kept on a password protected device. All paper copies of registration forms are scanned and shredded.
- It is the parents responsibility to update us if emergency contact details change.
- It is the parents responsibility to hand over an asthma pump or epipen with directions of use to the class teacher- if needed.
- If the fire alarm sounds, all teachers and helpers know the procedure and know where to meet.
- All teachers have up to date first aid training and can show certificate on request.

- The teachers have access to the fully equipped first aid box, which is checked and restocked regularly.
- If the situation arises- the emergency services will be contacted first, then the contact of the emergency parent/guardian.
- Parents/ guardians understand that dance is an active sport- injuries can happen. The Lily Webb school of Dance accepts no responsibility for injuries sustained by any other way than teachers negligence.
- Pupils are supervised by the teacher in the class. In the waiting area, toilets and car park parents/guardians must ensure the safety of their own children.
- The hired halls conditions are checked before class for suitable floor cleanliness, obstacles and suitable temperature before the lessons have started.
- Shoes must be worn when using the toilet facilities.
- Uniform code must be followed at all times to follow safe dance practise- especially with correct footwear. Hair must be tied up and off the face.
- Students should not wear jewellery that can cause injury or harm to themselves and others in the class.
- No chewing gum is allowed during class time.
- Only water is to be consumed during lessons.
- No child is allowed to leave the studio with anyone other than a parent unless confirmed with teacher prior to the lesson- verbally or by email/message.

Signed- Miss L A Webb

Date- 26/11/2022

This policy was created November 2022.