NVSDD

AWARD WINNING PERFORMING ARTS

Envy Performing Arts

PART OF NVSDD LTD

MULTI AWARD WINNING THEATRE SCHOOL

PHILOSOPHY, POLICIES AND PROCEDURES HANDBOOK

This handbook is for all Teachers at NVSDD and Envy Performing Arts.

NVSDD – Professional Standards & Expectations

At NVSDD, we expect all teachers and students to treat one another with **RESPECT**, regardless of culture, race, gender, or religion.
We are committed to fostering **OPENNESS** and **TRUST** in all professional relationships.
We believe in:

- **RECOGNISING and REWARDING** loyalty
- Promoting **ENJOYMENT** and **FULFILMENT**
- Creating an **engaging, welcoming, supportive, and safe** environment

Our aim is to **inspire excellence** in Dance and the Performing Arts while nurturing the personal growth, confidence, and creativity of every student.

🏆 All NVSDD Staff will:

- Act with honesty, integrity, and professionalism.
- Deliver quality and excellence in their work.
- Satisfy all safety recruitment checks and training requirements.
- Maintain secure and current subject knowledge.
- Keep skills and teaching methods up to date through ongoing learning.
- Engage in self-evaluation and professional reflection.
- Collaborate with the principal, parents, and guardians in the best interests of students.
- Adhere to the signed **Terms and Conditions** of the Teacher Agreement.

💡 NVSDD Teachers will:

- Set high expectations that **inspire, motivate, and challenge** students.
- Encourage and support all students in reaching their full potential.
- Establish a **safe and stimulating** learning environment.
- Model positive attitudes, values, and behaviours for students.
- Adapt teaching to respond to individual strengths and needs.
- Understand the **physical, motor, social, and intellectual development** of students and adapt lessons accordingly.
- Be aware of and support the needs of students with **SEN**, using differentiated approaches to engage and assist them.
- Manage behaviour effectively to ensure a **positive and safe** learning environment.
- Set clear rules and routines in the studio.
- Promote respectful and courteous behaviour consistently.
- Establish a framework for discipline, using **praise, affirmations, and rewards** fairly.
- Follow the **RAD Safe Touch Policy** (Appendix 1).

🔒 Confidentiality

- NVSDD staff must **not** disclose to any person, company, or other body any confidential information relating to a pupil of NVSDD/Envy Performing Arts.
- This includes personal data, family circumstances, and any sensitive information obtained through your role.
- Breaching confidentiality may result in disciplinary action.

Teachers must follow the **NVSDD Classroom Management Guidelines** for behaviour, discipline, and safety, as outlined below.

NVSDD – Class Management Guidelines

🎯 Goals for the First Class

- Set the tone for the whole term/year.
- Build confidence, trust, and a positive class atmosphere.
- Show enthusiasm for the subject and interest in each student.

📋 Preparation Tips

1. **Plan ahead** – invest extra time into structuring the first class.
2. **Know your students** – prepare for mixed skill levels and potential nerves.
3. **Establish expectations gently** – balance structure with warmth.
4. **Be visibly organised and confident** – this inspires student trust.

👀 Communication & Engagement

- Scan the whole room when speaking; avoid only addressing the front row.
- Make eye contact with every student over the course of the class.
- Rotate students into the front row often for equal visibility.
- Consider starting in a semicircle to encourage inclusivity and avoid dominance from more confident students.

💡 Teacher Mindset

- Approach with energy and passion for dance/drama.
- Prioritise early individual connections.
- Stay flexible to adapt to group dynamics.

Core Teaching Principles for Every Class

1. The Warm-Up: Non-Negotiable

- Begin every class with an appropriate warm-up, regardless of style.
- Include barre work if applicable.
- Warm-ups prevent injury and focus the mind.

2. Creating a Positive Atmosphere

- Build self-esteem and a love for the performing arts in every student.
- Show belief in their success—passion is contagious.
- Avoid negative comparisons and judgement.
- Give frequent, genuine compliments (not only about dance).
- Students who feel cared for will work harder for themselves and for you.

3. Equal Treatment for All

- Avoid favouritism—value every student equally.
- Rotate opportunities to demonstrate or lead.
- Keep competition personal and healthy (focus on “personal bests”).
- Compare progress only to the student’s own past work.

🗣️ Choosing Your Words

- Avoid harsh, sarcastic, or judgmental language.
- Ignoring a student can be as harmful as a negative comment.
- Balance corrections with genuine compliments.
- Offer class-wide corrections when possible.
- Use “please” and “thank you” to promote mutual respect.

👟 Setting the Right Example

- Follow NVSDD’s uniform list—solid colour bottoms with NVSDD T-shirt/Hoodie.
- Shoes should be style-appropriate.
- RAD Ballet teachers: wear the provided NVSDD Ballet Teaching Skirt for all ballet classes.
- Model punctuality, preparedness, and adherence to rules (including no phones except in emergencies).
- Reinforce positive behaviour with public praise.

⚖️ Discipline

- Keep the class active and high-energy to limit misbehaviour.
- Use a dynamic tone of voice—avoid sounding tired or bored.
- Address misbehaviour immediately but calmly.
- Correct behaviour, not the person—avoid comments that damage self-worth.
- Move disruptive students to the front and separate them from each other.
- Never punish well-behaved students for the actions of others.
- Persistent issues should be reported to Natalie.

Maintaining Enthusiasm

- Use clear instructions, demonstrations, and feedback.
- Be approachable and encourage questions.
- Add variety to avoid boredom (music changes, facing different directions, varied tasks).
- Plan lessons in advance to avoid "dead time."
- Move around the space—avoid staying fixed in one spot.
- Offer a change of pace every 10–15 minutes.
- Break down difficult steps into smaller parts before building up.
- Use **WAGOLL**: *What A Good One Looks Like*—demonstrate or have assistants demonstrate.
- Adapt teaching for different learning styles and abilities.

Student Wellbeing

- Recognise that disinterest may stem from personal challenges.
- Use performing arts as a tool for self-expression and confidence-building.
- Create a safe, respectful, and encouraging learning environment.

Safety

- Ensure new students know toilet locations (assist young children).
- Know emergency exits and evacuation procedures.
- Take registers during evacuations and remain calm.
- Familiarise yourself with the **Armed Intruders Policy**.
- Report hazards immediately to Natalie.
- Clean spills immediately; be mindful of slippery floors or damaged facilities.

Risk Assessment & Accident Reporting

- Teachers must read and be familiar with the **Risk Assessment** (Appendix 2).
- Any injury or accident must be documented using an **Accident Report** form.
- **Do not** distribute medication of any kind to students.
- If you have any medical or SEN concerns, contact **Natalie** immediately (or the venue Health Centre, such as at Heathfield).

Music & Drama/Scripted Material

- All music and drama/scripted material must be **age-appropriate**.
- Be sensitive to the messages and/or lyrics of any material used in class.
- If you have doubts about the appropriateness of a piece, **choose another option**.

Ending the Class

- End every class on a **positive note** to leave students feeling confident and motivated.
- Focus on material they are familiar with to build a sense of success.
- In dance, consider closing with a slow, lyrical piece and a gentle **cool-down** (e.g., port de bras or small, fluid movements).
- Ensure students leave with a sense of achievement and enjoyment to encourage ongoing participation in the performing arts.

NVSDD – Safeguarding & Child Protection Policy

NVSDD (including Envy Performing Arts) is committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. *NVSDD* acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. Paid staff and volunteers will endeavour to work together to encourage the development of an ethos, which embraces difference and diversity and respects the rights of children, young people and adults.

NVSDD recognises its duty of care under the Children Act 2004, Working Together to Safeguard Children 2022 and Keeping Children Safe in Education 2022.

NVSDD believes that:

- The welfare of the child is paramount;
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately;
- All members and employees of the organisation should be clear on how to respond appropriately

NVSDD will seek to safeguard children and young people by

- Ensuring all children, regardless of gender, race, culture or religion are treated equally and with respect;
- Recruiting staff and volunteers safely
- Giving enthusiastic and constructive feedback - rather than negative criticism;
- Working with parents and all adult members of the organisation to ensure a safe working practice
- Taking action to stop any inappropriate verbal or physical behaviour;
- Ensure that all children will have the opportunity to train in a safe and child centred environment in line with the School's Rules and Conditions of Enrolment.

NVSDD will keep up-to-date with changes in legislation;
NVSDD will hold a register of every child involved with the organisation and will retain a contact name and number close at hand in case of emergencies.

The Principal of the school, Natalie Shaw, takes the lead responsibility for dealing with child safeguarding and protection issues and liaising with other agencies as necessary. She can be contacted on 07885 373171 or Natalie@ascot.dance

In implementing this child protection policy *NVSDD* will:

- Communicate to all workers/members their legal and moral responsibility to protect children and young people from harm, abuse and exploitation (A Copy of this Policy is available on the school website)
- Communicate to all *workers/members/volunteers/members* their responsibility to work at all times towards maintaining high standards of practice in protection of children
- Facilitate involvement of parents or carers in the work of the organisation and to make child protection policies and procedures available to them (Policy online)

NVSDD – Child Protection Procedure

1. NVSDD is committed to the welfare and protection of children and/or young people.
2. NVSDD is committed to the belief that protecting children and young people is everybody's responsibility and the aim is that these guidelines will enable all workers/members and volunteers to act appropriately to any concerns that arise in respect of a child/young person.
3. NVSDD is committed to ensure that all members will be treated equally.

Recognising the Signs and Symptoms of Abuse - Someone may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institution or community setting by those known to them or, more rarely, by others (eg via the internet). They may be abused by an adult or adults or another child or children. (See Appendix 3 for Categories of Abuse)

If you see or suspect abuse of a child while in the care of *NVSDD*, please make this known to the Principal. Please make a note for your own records of what you witnessed as well as your response, in case there is follow-up in which you are involved.

If a child confides in you that abuse has taken place:

1. Remain calm and in control but do not delay taking action.
2. Listen carefully to what has been said.
3. Allow the child to tell you at their own pace and ask questions only for clarification. Don't ask questions that suggest a particular answer.
4. Don't promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for child protection. Make it clear to the child that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
5. Reassure the child that 'they did the right thing' in telling someone.
6. Tell the child what you are going to do next.
7. Speak immediately to the Principal, whose responsibility it is to liaise with the relevant authorities, usually Children's Social care or the Police.
8. Never investigate or take sole responsibility for a situation where a child makes a disclosure.
9. As soon as possible after the disclosing conversation, make a note of what was said, using the child's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

Additional Guidelines for Chaperones at Performances

- ID badges must be worn at all times

- Chaperones should familiarise themselves with the names of the children in their care; their edical needs; Fire exits; First aid procedures
- Chaperones must accompany children to toilets etc
- Chaperones should ensure that no child performs if they are injured/unwell

DO: Make sure the children you are looking after are comfortable: Be alert to possible risks: Listen for instructions: Ensure the children have regular food/drink breaks

DON'T: Give your own child preferential treatment if you are also chaperoning other children: Let the child perform if unwell: Let children run around: Use inappropriate language: Consume or be under the influence of alcohol

NVSDD - Policy and Procedure: Handling Armed Intruders

Purpose - To ensure the safety and security of all students, staff, and visitors at the school by providing clear instructions on how to respond in the event of an intruder armed with a knife or gun.

Scope - This policy applies to all NVSDD staff and students. Staff should also be aware of the policies in individual venues.

Policy

1. **Immediate Threat Assessment**

- Any individual who identifies a person with a weapon should assess the situation quickly and determine the immediate threat level without approaching the intruder.

2. **Alert Authorities**

- Immediately call emergency services (police) by dialling **999**.
- Provide the dispatcher with the following information:
    - Your name and location:
    - Description of the intruder (physical appearance, clothing, weapon type).
    - The intruder's current location and direction of movement.
    - Any actions taken or observed.

3. **Initiate Lockdown Procedures**
    - **Announce Lockdown**: Use the Staff WhatsApp to announce, "**Lockdown**"
    - **Secure Premises**:
        - Lock all doors to classrooms, dance studios, and the main building.
        - Close and lock all windows.
        - Turn off lights and close blinds/curtains.
        - Silence all electronic devices

    Hide and Remain Silent
        - Instruct everyone to move away from doors and windows.
        - Take cover behind solid objects (e.g., desks, cabinets).
        - Remain silent and do not respond to anyone outside the door until the "all clear" is given by emergency service personnel.

4. **Evacuation Procedures**
        - If safe to do so, and upon instructions from authorities, follow designated evacuation routes to the nearest exit.
        - Assemble at the predetermined safe location away from the building:
        - Account for all students and staff; report any missing persons to authorities immediately.

5. **Communication with Parents and Guardians**
        - Notify parents and guardians through via email and text:
            - Nature of the incident.
            - Actions taken to ensure the safety of students and staff.
            - Instructions on where and when to pick up their children.

6. **Post-Incident Procedures**
        - **All Clear Announcement**: Once the emergency services declares the area safe, announce the "all clear" signal.
        - **Incident Review**:
            - Conduct a debriefing session with staff to review the incident and the effectiveness of the response.
            - Update the emergency response plan based on lessons learned.

Procedure

- **Initial Response**
  - Upon spotting an armed intruder, immediately:
  - Call emergency services: **999**
  - Announce the lockdown through the Staff WhatsApp: "Lockdown".
- **During Lockdown**
  - Ensure all doors and windows are locked and lights are off.
  - Guide students to the safest hiding spots.
  - Keep everyone calm and silent.
- **Communication**
  - Designated staff will use email and text to inform parents and guardians.
- **If Evacuation is Required**
  - Follow evacuation routes to the predetermined safe assembly point:
  - Take attendance and report any discrepancies to law enforcement.
- **After the Incident**
  - Await the "all clear" from law enforcement.
  - Provide necessary support and counselling.
  - Review and update safety procedures.

Roles and Responsibilities

- **All Staff**:
  - Be familiar with and adhere to this policy.
- **Emergency Services/Response Team**:
  - Lead the response during an incident.
  - Maintain communication with emergency services.

By following this policy and procedure, the school aims to provide a safe environment for all and ensure a coordinated, effective response to any armed threat.

NVSDD Terms & Conditions of Enrolment (Marist Venues)

On registration, all parents agree to the T&C's. Please ensure that you read these Terms & Conditions. These apply to all pupils who attend After-school and Saturday classes at all branches and are for the safety and well-being of all children and staff at NVSDD, in line with the School's Child Protection and GDPR Policies.

- Pupils are required to follow the rules and conditions of the School.
- Any pupil unable to attend class should notify Natalie by phone / text 07885 373171 or email natalie@ascot.dance
- The School cannot undertake any responsibility for any money or articles of value lost on the premises.
- The School reserves the right to amend or alter the conditions and rules of the school at any time.
- The School reserves the right to amend or alter the fees and classes as and when necessary.
- Fees must be paid by the start of term.
- A term's notice, in writing, must be given if a pupil will not be continuing with a class. Failure to do so will result in a term's fee being charged in lieu of notice.
- The School reserves the right to ask for a pupil to be removed from a class for any of the following reasons: - Should a pupil not respond to training – For misbehaviour or wilful damage – For poor attendance – For any breach of the school rules, conditions or regulations etc.
- Parents are only permitted to watch classes with the agreement of the School.
- All pupils must wear the correct uniform for classes. No jewellery must be worn. No Chewing Gum. Hair must be tied back for all lessons – and in a bun, if possible, for Ballet classes.
- Mobile phones must be turned off or switched to silent if brought to the Dance/Drama Studio.
- The Parent/Guardian gives permission for the School to use the Pupil's image in any promotional material. Performances are regularly professionally filmed and DVDs produced which are available to purchase. Should you not wish for your child's image to be used then the must be informed in writing and in some circumstances, this will mean that your child will not be able to participate in a performance.
- Pupils are expected to behave in a polite, respectful and caring manner to teachers and to other pupils and make every effort to arrive punctually to classes.
- Should it prove necessary to close the School or cancel classes on account of an epidemic or a crisis or any circumstances over which the School has no control, fees will not be refunded/credited.

Where possible Classes will take place online. Students will have access to our Online Learning Hub.

- Regular attendance is required during a Show Term and prior to examinations. Pupils must contact the School if they are unable to attend a class. In some circumstances failure to attend regularly will mean that your child will not be able to participate in a performance or exam.
- Safe Touch Policy - During dance, musical theatre and drama training, some physical contact may be deemed necessary between staff and students. Physical instruction which involves safe touch towards certain areas of training is sometimes essential to aid effective teaching and learning i.e. awareness of correct muscle usage, spotting in Acro, correct posture, correct line and breathing techniques.
- **Infectious Diseases/Pandemic Addendum** – NVSDD will work closely with each venue to ensure that Government Guidelines are followed. https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/providers-of-grassroots-sport-and-gym-leisure-facilities.

The Staying Covid-19 Secure in 2020 Guidelines:

- **Minimise contact with individuals who are unwell**: **Nobody** should attend the premises if they have symptoms or are self-isolating due to symptoms in their household. All Parents/Guardians have a responsibility to keep NVSDD updated. https://www.rcpch.ac.uk/sites/default/files/2020-04/covid19_advice_for_parents_when_child_unwell_or_injured_poster.pdf
- **Clean your hands often**: Sanitiser or soap and water should be provided at entry and exit points, sanitiser and/or running water, soap and paper towels or hot air driers in toilets.
- **Respiratory hygiene:** Everyone needs to be encouraged to avoid touching their mouth, eyes, and nose. Tissues need to be disposed of into a bin, then hands cleaned. **"Catch it, Bin it, Kill it"** https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf
- **Regular cleaning of surfaces that are touched frequently**: including door handles, barres, mats.
- **Maintain social distancing where possible:** Social distancing guidelines currently require at least 2 metres (3 steps) to be maintained and, where not possible, 1 metre plus other mitigation measures.

Please see our 2020 Covid Secure Procedures and Risk Assessments for further information.

NVSDD - General Data Protection Regulation (GDPR)

- NVSDD will process your child's confidential information – which includes yours and their name, date of birth, address, contact number, email and any medical information only for the below purposes. The data will be stored securely, for no longer than necessary and solely for the completion of those business activities/invoicing. To ensure the confidentiality of your data and compliance with The General Data Protection Regulation Act (GDPR), NVSDD will not publish or share your data with any other third parties than mentioned herein.
- NVSDD will only share data as required for exam entries (Professional Exam Bodies – LAMDA, AQA, RAD and ISTD) or performance/competition arrangements.
- NVSDD may e-mail out information concerning clubs, classes, workshops and performance opportunities. If you do not wish to receive these please put this in writing.
- A Registration Form, agreeing to Terms and Conditions, must be completed at the beginning of a child's training with NVSDD.

NVSDD - Complaints and Appeals Policy

NVSDD responds to all complaints and ensures that they are managed efficiently and courteously and as quickly as possible. If the reply is to be dealt with swiftly, it is important that full details are given. Anonymous complaints cannot be processed.

1. Complaints against the School:
   In the event of an individual being dissatisfied with the service being offered by the school, the complaint should be detailed in writing to the Principal. She will log and acknowledge the complaint and will reply to the complainant within 28 days.
   The manner and conduct of the teacher and administration of the school is a matter between the student, or their representative, and the school. The Exam Board (ISTD, RAD, AQA and LAMDA) is responsible for the syllabi and examinations but not the process of teaching. However all ISTD/RAD/LAMDA teaching members

are expected to conform to the rules of professional etiquette as laid down by the Council for Dance Education and Training (CDET) in their Code of Conduct.

2. Complaints against an examiner:
   Any parent/pupil wishing to complain about the conduct of an examiner can do so only through the teacher that entered the candidate for the examination. The Exam Board will acknowledge complaints made directly from parents or pupils but will not fully investigate. On receipt of the written complaint, the teacher will log and acknowledge it within 7 working days and forward it to the ISTD.

NVSDD - Complaints and Appeals Policy (Examinations)

NVSDD endorses the principle of the right to appeal against a result. Appeals will be dealt with swiftly and fairly. NVSDD is only directly responsible for marks awarded in continuous assessment. The ISTD, RAD, LAMDA & AQA have an appeals procedure for appeals regarding external examiners. If after receiving the results from a session, a candidate or parent wishes to make an enquiry concerning the reasons for marking of a candidate, or a group of candidates, it should be put in writing to the Principal. The information should include: -

- The date of the examination or assessment session
- The tutor's name
- Candidate name
- Reasons for the enquiry

The Principal will investigate the complaint giving consideration to any published criteria for the examination; statistical information relating to the record of the examiner, (including any previous appeals) and the history of the teacher whose candidate is the subject of the enquiry.
Enquiry concerning a result of an external assessment.
The Enquiry will be forwarded to the particular Exam Board, Please see the relevant appeals policy for the Exam Board.
If the complainant believes that the complaint has not been dealt with in accordance with these procedures, they may complain to the Regulator, Ofqual.
Contact details:
Office of the Qualifications and Examinations Regulator (Ofqual) Spring Place, Coventry Business Park
Herald Avenue , Coventry, CV5 6UB
Tel: 0300 303 3344 Email: info@ofqual.gov.uk
Council for Dance Education and Training Old Brewer's Yard, 17-19 Neal Street Covent Garden
London WC2H 9UY Tel: 0207 240 5703
website: www.cdet.org.uk/info for Code of Professional Conduct and Practice for Teachers of Dance

Appendix 1 Safe Touch

This information provides guidance on appropriate physical contact with young people and vulnerable adults. Physical instruction which involves safe touch is sometimes essential to aid teaching and learning. It may also be appropriate where a child is in distress and needs comforting, when giving first aid or as a positive reinforcement. Some pointers for good practice when dealing with children, young people and vulnerable adults:

- Always take care that any necessary physical contact is welcome and does not give cultural offence, fear of harm or arouse sexual feelings or expectations.
- All touch should have a clear and legitmate purpose.
- Treat everyone with dignity and respect, and never touch a child in a way that would be considered indecent. Always put their welfare first.
- Ensure that the intention behind all physical contact is professional and unambiguous.
- When physical contact is made, this should be in response to their needs, of limited duration and appropriate to their age, stage of development, gender, ethnicity and ability (use your professional judgement at all times and be sensitive to reactions or feelings.)
- Physical contact which occurs regularly with an individual is likely to raise questions and be open to scrutiny.
- Physical contact should take place in an open environment avoiding private unobserved situations.
- Open communication, with no secrets, should be encouraged.
- Recognise that not everyone is comfortable with physical contact. Always explain why it is necessary and what form it will take.
- Do not indulge in 'rough and tumble play' or allow physical or sexually provactive games.
- Always be prepared to report and explain your actions as a teacher and accept that all physical contact is open to scrutiny.
- Know who to contact if you have a concern about any inappropriate contact.

Appendix 2 - NVSDD and Envy Performing Arts Classes - Risk Assessment

Hazard / What could happen	Who is at Risk	Severity ABC	Risk Factors	Current Control	Likelihood 1 2 3	Further controls to consider
Slippery floor	Pupils & staff	B	Sprains Broken bones Bruising Concussion	Floor is checked regularly for spilt water	3	Monitor any food or drink brought in to the studio
Foreign objects on the floor	Pupils & staff	C	Cuts Scrapes Bruising	Floor is checked regularly & swept everyday	3	
Incorrect warm up	Pupils & staff	B	Torn or strained muscles	Sufficient time in planning to allow for warm up	3	
Landing Jumps	Pupils	B	Sprained ankles	Teach correct technique on landing and cushioning the jumps	3	
Jewellery	Pupils & staff	C	Cuts Ripped skin	School Policy is to have no jewellery whilst involved in dance activity	2	Remind students to remove jewellery
Minor Injury	Pupils & Staff	B		Teacher to decide on action. Pupil may sit out. Teacher should notify parent or guardian	2	Parents/guardian Phone contacts are attached to register
Major Injury	Pupils & staff	A	Unconscious Broken Limb Seizure Other injury	Ring for an ambulance Ring parents/gaurdian	3	Parents/guardian Phone contacts are attached to register

Pupils must not wear jewellery. Pupils must wear dance uniform. Pupils must tie back their hair. Pupils must wear appropriate dance shoes or barefeet (no socks). All parents/guardians have agreed to the school's Terms & Conditions – copy above. Please familiarise yourself with Fire Exits, Assembly Points, First Aid information.

Appendix 3 - Categories of Abuse:

- Physical Abuse
- Emotional Abuse (including Domestic Abuse)
- Sexual Abuse
- Neglect

Signs of Abuse in Children:

The following non-specific signs may indicate something is wrong:

- Significant change in behaviour
- Extreme anger or sadness
- Aggressive and attention-seeking behaviour
- Suspicious bruises with unsatisfactory explanations
- Lack of self-esteem
- Self-injury
- Depression
- Age inappropriate sexual behaviour
- Child Sexual Exploitation

Thank you for taking the time to read this handbook. If you have any queries, please ask.

AUGUST 2025