

# ELIOT SMITH DANCE

## Policy statements and Child Protection

### **1. Mission Statement**

Eliot Smith Dance comprises two services a \*professional touring dance company\* and \*public dance classes\* that are open to all. We aim to provide a happy and safe environment in which our professional dancers, students and audience can learn performance skills and get the chance to use them without the pressure of exams, giving them a platform to develop social, physical, and communication skills that will be transferable to all walks of life.

It is our aim that students with who attend dance classes at Eliot Smith Dance will have increased self-confidence, fitness and most importantly have fun and find new friends.

### **2. Code of Conduct**

Eliot Smith Dance commitment to Students and Parents or guardians.

#### a. Integrity:

Eliot Smith Dance will act in all matters with the utmost integrity. Students and their families to expect to be treated with honesty, consideration and respect.

#### b. Competence:

Eliot Smith Dance will operate within the limits of the teachers' qualifications, experience and expertise. All classes will be planned to an appropriate level to facilitate the needs of the students providing feedback in a positive and encouraging way to aid development always adhering to the highest possible standards.

#### c. Professionalism:

Eliot Smith Dance will ensure safety is always paramount and the facilities used for practice and are adequate to meet the needs of the students. Eliot Smith Dance will also strive to give students the maximum opportunity to perform by building relationships with other organisations and assisting students and parents or guardians with advice and guidance for those who may wish to follow a career in the arts.

### **3. Students' and Parents or guardians' commitment to Eliot Smith Dance.**

#### a. Respect for Others:

Students and Parents or guardians are requested to treat others as they would expect to be treated themselves. Negative comments about others' appearance or ability are not welcomed. Positive comments and encouragement are welcome. Eliot Smith Dance aspires to be a happy place for children, professionals and all members and their families are requested to invest in that.

#### b. Commitment:

Eliot Smith Dance is a performing establishment that regularly exhibits its work, to this end every member is a member of a team. Choreography doesn't just happen, it is planned. Absence from

class means students catching up when they return, resulting in wasted time and slowing down the advancement of the team. Sporadic attendance may result in a student not being permitted to take part in a public performance. Whilst it is appreciated that absence is sometimes unavoidable, students and parents or guardians are asked to make every effort to attend and if it really is not possible, just make a courtesy call in advance. For performances this is especially important. If you will not be available come the time of a public performance (dates of performances are published well in advance) please inform us as soon as possible: students can still be part of the class building up to the performance - if we know they are not going to be there as we can plan around this, however someone dropping out in the weeks preceding a performance can have a catastrophic effect on the outcome, denting the morale of the team and not fulfilling the full potential that the children deserve as a return for their efforts and hard work.

c. Appearance and Bearing:

Eliot Smith Dance is a community dance company and school and as such there are no barriers to entry. There is no registration fee and uniform is not compulsory. Students however should arrive in suitable attire for dance e.g. T-shirt and tracksuit bottoms or dance wear, and they will need to dance barefoot. Jeans or school uniform with shoes is not appropriate. If further advice is required please ask. Students are reminded that they are ambassadors for Eliot Smith Dance and their families so please act in a fitting manner.

d. Safety:

Eliot Smith Dance has a Child Protection Policy and Health and Safety Policy, and parents or guardians are requested to be aware of these policies in the interest of serving the wellbeing of the children. Parents or guardians are asked to disclose any medical information, allergies or injuries that students may have on the registration form and to provide any amendments to this information if necessary. Parents or guardians are also asked to recognize that as with any physical activity there can be a risk of injury, and therefore the parents or guardians release Eliot Smith Dance and its teachers from any liability.

e. Interruptions:

Parents or guardians are requested to drop off and collect their children in a timely manner, firstly for their safety and secondly to minimise disturbances to the class. Parents or guardians are also politely asked to recognise that sitting in on class is not always permitted. It is appreciated that parents or guardians like to see the progress the children are making, however the presence of an adult within the classroom usually has a debilitating effect on the students, making them more self conscious and causing a general distraction. Parents or guardians will get the opportunity to see their children perform as Eliot Smith Dance holds regular end of term demonstrations of work and this is the arena in which parents or guardians are requested to view their child's progress.

f. Photography and Filming:

Photography and filming by parents or guardians or students during class is strictly prohibited. During events Eliot Smith Dance may employ a photographer to take still images or video footage, which is then made available for Parents or guardians and Students as keepsakes. These images may also be used to advertise Eliot Smith Dance in differing forms of marketing including appearing on the Eliot Smith Dance website [www.eliotsmithdance.com](http://www.eliotsmithdance.com). When Registering to become a member of Eliot Smith Dance Public Classes or Dance Company a parental consent form for use of images of children will be required to be signed: this also includes offspring over 18 years of age. Parents or guardians and spectators at events wishing to photograph or film the

event are to be aware of the expectations which are explained in Eliot Smith Dance Child Protection Policy.

### **Child Protection**

Eliot Smith Dance aims to provide a happy and safe environment where children can learn to dance.

Eliot Smith Dance believes children have the right to be safe and secure and free from threat, regardless of gender, ethnicity, disability, sexuality or beliefs.

Eliot Smith Dance will act with integrity, treating children with respect, listening to their concerns and acting upon them.

Eliot Smith Dance Code of Conduct's commitment to Students and Parents or guardians will ensure that students will receive professional tuition from a qualified teacher with appropriate facilities following safe practice.

Eliot Smith Dance will adhere to the following Rules and Guidelines with regards to Photography and Filming:

- a. Images and Recordings of Children posted on [www.eliotsmithdance.com](http://www.eliotsmithdance.com) Facebook (@eliotsmithdance), Twitter (@eliotsmithdance) and Instagram (@eliotsmithdance) will be identified by their first name only.
- b. To reduce the risk of inappropriate use of images only images deemed suitable will be used.
- c. Anyone with any complaints about images posted on the website can speak to the director of Eliot Smith Dance and the images will be removed.
- d. Anyone concerned about inappropriate use of images can report the matter to the director of Eliot Smith Dance and procedures will be followed to report the matter to the appropriate authority.
- e. The expectations for parents or guardians or spectators who wish to take photographs or film at an event are to avoid inappropriate or intrusive photography.

Any child or parent who has concerns regarding inappropriate or intrusive photography must report their concerns to the director of Eliot Smith Dance who will act in the same manner as they would with any other child protection concern.

Any person teaching for Eliot Smith Dance will be in receipt of a Criminal Record Bureau (CRB) or/and DBS disclosure. Eliot Smith Dance has procedures in place to help any child who appears to be at risk or appears to be the victim of abuse. We will provide help and support if any child tells us they are affected by these issues.

Eliot Smith Dance Artistic Director is specifically responsible for children and child protection. He or she is Eliot Smith Company Child Protection Officer and can be contacted on +44 (0) 7974 582 973. Eliot Smith Dance has a child protection. In writing the policy we used NSPCC guide to safeguard children and the procedures we will follow are as laid down within these guidelines.

### **Health and Safety**

Eliot Smith Dance is committed to the Health and Safety for everyone involved in the dance company and public dance classes.

Our residence, Eliot Smith Dance, 2 Lansdowne Place (Ground Floor), Gosforth, Newcastle upon Tyne NE3 1HR (UK) is responsible for the buildings maintenance, maintenance of safety appliances such as fire extinguishers, electrical safety, maintenance of toilet and kitchen areas, maintenance of heating systems and general cleaning of the facilities.

Anyone who has concerns about the safety of the building, or is aware of risk is to report it to the director of Eliot Smith Dance who will then inform the relevant authority.

Eliot Smith Dance electrical equipment will undergo Portable Appliance Testing (PAT) to conform to its responsibility for electrical safety under the Electricity at Work Regulations 1989 (EAWR).

Fire procedures are prominently displayed within the building we teach or rehearse and all teachers are aware of what action to take in the event of a fire.

In the case of an accident causing injury, first aid boxes with basic supplies are available, for more serious injuries, dependant on the extent of injury, professional medical assistance will be requested either by calling the emergency services or by escorting the injured individual to a place where they can receive treatment. In all cases parents or guardians will be informed, in the case of minor injuries at the end of class, when professional medical assistance is required they will be informed immediately.

All accidents will be recorded and logged.

Eliot Smith Dance will only allow end of term performances to take place where Risk Assessments have been carried out on the venues by the landlords and the facilities are deemed suitable to engage in performance.

Eliot Smith Dance will only use qualified personnel and engage in safe practice.

The current Artistic Director of Eliot Smith Dance is Mr. Eliot Smith. He has Public Liability Insurance.

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Eliot Smith Dance, 2 Lansdowne Place (Ground Floor), Gosforth, Newcastle upon Tyne NE3 1HR (UK)

Eliot Smith Dance is a trading name of Eliot Smith Company Limited. Registered in England & Wales. Company no. 9442391.

Registered Address; C/o Clarke's Chartered Accountants, 176 Portland Road, Jesmond, Newcastle Upon Tyne, England, NE2 1DJ

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