



**Hand Book of Terms & Conditions,
School Statements & Policies**

Contents

1. General School Conditions

- 1.1 Who We Are & How To Contact Us
- 1.2 Registration & Enrolment Process
- 1.3 Free Trial Sessions
- 1.4 Payments, Refunds, Unpaid Invoices & Late Payment Charges (LPC)
- 1.5 Class Cancellation/Termination Notice Period (TNP)
- 1.6 Code of Conduct
- 1.7 Other General Statements

2. Your Responsibilities

- 2.1 Student Drop Off/Pick Up
- 2.2 Late or Non Collection of Children
- 2.3 Attendance
- 2.4 Illness, Sickness, Accident, Holiday
- 2.5 What To Wear
- 2.6 Personal Belongings
- 2.7 Toilet Training
- 2.8 Update Personal Information
- 2.9 Your Responsibility Statements

3. Our Responsibilities & Rights

- 3.1 Behaviour Management & Bullying Zero Tolerance
- 3.2 In Class Break Times
- 3.3 Our Rights, Exclusion & Termination

- 3.4 Qualified Teachers
- 3.5 GDPR & Sensitive Information
- 3.6 Exclusion of Liability
- 3.7 Health & Safety Policy

4. Safeguarding

- 4.1 Child Protection Policy
- 4.2 Safeguarding Policy
- 4.3 Supervision of Children at Events
- 4.4 Fire Safety Including Emergency Evacuation
- 4.5 Missing Children Statement
- 4.6 Physical Correction Statement
- 4.7 Door Procedure Policy
- 4.8 Looked After Children (LAC)
- 4.9 First Aid & Administering Medicines Policy
- 4.10 Managing Children with Allergies or who are Sick or Infectious

5. Other Policies

- 5.1 Grievance Policy
- 5.2 Data Protection
- 5.3 Social Media Policy
- 5.4 Privacy Policy
- 5.5 Emergency Closure Policy

The below terms and conditions apply to all sessions/classes/clubs/workshops/free trials that DMT School runs.

By booking an activity with DMT School and registering with us on Class Manager you agree with and fully understand the following terms and conditions and policies outlined

1. General School Conditions

1.1 Who We Are & How To Contact Us

DMT School has been established since 2014 and strives to be an active member of the community. Students are welcomed into a safe, inclusive and friendly environment, where specialist performing arts techniques are taught by our highly qualified industry professionals.

We offer a range of musical theatre classes in various theatrical disciplines to engage with performance and technical skills for students aged 4yrs – 18yrs. Our classes are energetic, engaging and educational to optimise confidence development and improve social skills through art.

Currently, we deliver classes at two locations: Crawley & Lindfield and are partnered with the IPath Association, where our teachers are supported with teacher training.

Trading Name: DMT School (www.dmtschoo.com)

Registered Name: Vincent Martin Dance Musical Theatre (11254163)

Company Director: Vincent Wootton

CONTACT INFORMATION

Phone Number: 01293 217 665

DMT School Crawley info@dmtschoo.com

DMT School Lindfield education@dmtschoo.com

1.2 Registration & Enrolment Process

To register & enrol your child into DMT School classes/After School Clubs, you must complete the online registration form which can be found on our website: www.dmtschoo.com. By completing your registration online via our website, you are accepting our T&C's as well as all our policies, statements and agreements. All policies can be found on our website.

Where we are able to accommodate and accept your registration, we will notify you via the email address you use to register. Once we confirm your registration, a contract is formed which includes these terms and conditions.

We are not obliged to accept your registration but will endeavour to review all registrations.

Please note: we welcome SEN students into DMT School however, you must be aware that we are unable to staff 1-1 care for any student, and we must have a clear understanding of SEN needs on your original registration for our review.

Please remember to declare any dietary or allergy requirements on your original registration.

If the person completing and placing the registration is not the person who will be accompanying your child to our sessions, then you are responsible for ensuring that the adult of care has read & complies with these terms and conditions in advance.

You will receive an automatic invoice once registration is completed.

1.3 **Free Trial Sessions**

All new students are offered and able to accept a free trial for their first session of each class they try.

We do not offer free trial sessions to After School Clubs due to the nature of third party schools and the natural volume of students turn over from term to term.

You will be invoiced upon registration, where your child does not continue after the first session, please email to instruct us to delete your invoice.

Your child will not be able to attend our free trial if the online registration has not been completed and cannot in any circumstances be extended to further free lessons.

All students wishing to continue after their free trial can only do so if your first month invoice has been paid in full. If fees have not been received, we will automatically assume that a place is no longer required and we will offer this place to another student.

1.4 **Payments, Refunds, Unpaid Invoices & Late Payment Charges** (LPC)

Payments (Crawley Location Only)

All tuition fees range from £6.00 - £20.00 per session. You will be invoiced automatically upon registration and will include your free trial where required. Invoices will be generated in advance with 1 month upfront payment required. It is therefore understood that you will have paid for all classes before the start of that month's tuition.

DMT School is unable to admit children or reserve a place without payment.

Invoices will be sent to your registered email address in advance, one month prior to the classes in question. Payments can be made with correct cash direct to a class teacher or via bank transfer. Online transfer details can be found at the bottom of every invoice. All payments should be received in full in advance. Alternatively, you can sign up for the direct debit monthly payment plan. More details below.

You are liable to pay at least 1 month of tuition fees in advance.

Your monthly invoices will be sent to you on the 29th of each month and one month in advance. For example:

<u>Invoice sent Date</u>	<u>Invoice Due Date</u>	<u>Invoiced Classes</u>
29 th July	29 th August	For all classes in September
29 th August	29 th September	For all classes in October
29 th September	29 th October	For all classes in November

Refunds

When a student is unable to attend our activities within the 1 month notice period, due to sickness, un-marked holiday or by decision of the students' parent/guardian, a no refund policy will be enforced.

In the event of extreme situations and on a case-by-case basis within the 1 month notice period, 50% refunds/credits may be considered.

Our comprehensive payment policy is in place to keep the school financially viable. If a refund/credit is due having received the correct notice period, then that refund/credit will be processed within 14 working days.

Unpaid Invoices

If you have not paid for the month's tuition in advance, your child will not be allowed to participate until all outstanding payments are up to date. Please note: ALL overdue invoices will automatically be served with our Late Payment Charge for every month that it is overdue. We can not roll classes into the following month.

It is the parent/guardian's responsibility to inform DMT School if their child has decided to stop classes. DMT School now requires one month's notice to keep inline with our new payment structure. If your child does not attend within the one month notice period, tuition fees will still be liable for payment. Please see section 2 for more details.

Late Payment Charge (LPC): To ensure people who pay promptly do not unfairly have to pay for administration charges, we will introduce our Late Payment Charge. We feel it is the fairest solution and means only late payers have to pay the administration charges for following up and processing overdue payments. Please pay promptly to avoid the LPC.

Where an invoice has been issued and payment is not received by the stated due date, our Late Payment Charge of £25.00 per month will be added to your account automatically.

1.5 **Class Cancellation/Termination Notice Period** (TNP)

DMT School will not accept liability for any sessions or After School Clubs which have to be cancelled for reasons beyond their control (epidemic/pandemics such as Covid-19 or for cancellations due to fire, flood, extreme weather or criminal activity). In these circumstances DMT School is under no obligation to provide any compensation. Any arrangements made will be made as a goodwill gesture and will be at our discretion only.

We are not responsible for delays outside our control including (but not limited to) epidemics or pandemics, acts of God, or compliance with any law or governmental order, rule, regulation or direction. If your pre-paid class is delayed or prevented by an event outside our control we will contact you as soon as possible to let you know and will take steps to minimise the effect of the delay (such as providing online classes via Zoom/Microsoft Teams).

What happens if DMT School cancels a class?

If DMT School cancels a class due to administration/scheduling error or if a teacher is unable to get to the class due to unforeseen circumstances, a refund will not be granted; however, DMT School will grant credit funds to associated accounts.

What happens if I wish to terminate my child's classes?

If you wish to terminate your DMT School classes, you are required to inform us at your earliest convenience by emailing the School Manager. This email will instruct your one month notice period starting on the 29th of the month.

For example, if you email us on the 15th of June, your one month notice period will commence on the 29th June - 29th July.

You will be liable to pay the remainder of any outstanding invoices during the notice period. If you or your child decides not to return to classes during this notice period, you will still be liable to pay in full the month in question. Overdue invoices will gain the Late Payment Charge explained above in section.

1.6 Code of Conduct

Professional boundaries are what define the limits of a relationship between an employee/volunteer or teacher and a student/parent or guardian. They are a set of standards we agree to uphold that allows this necessary relationship to exist while ensuring the correct detachment is kept in place. DMT School expects all its employees, volunteers and teachers to adhere to the following code of conduct to protect the professional integrity of themselves and the company.

The following professional boundaries must be adhered to:

Personal relationships between an employee, volunteer or teacher and a student is prohibited. DMT School does not allow its employees, volunteers and teachers to give gifts to students.

Volunteers are prohibited from:

- Use of abusive language.
- Inappropriate behaviour / language.
- Use of punishment or chastisement.
- Engaging in argumentative or aggressive discussions or behaviours with a student.
- Passing on student personal contact details.
- Providing personal contact details to students.
- Discussing information obtained from one student with another regardless of whether you deem it not to be confidential, without the prior consent of that individual.

- Providing students with unqualified advice. If you are unsure of how to best support a student, please seek advice from the Director.

- Selling to or buying items from a student.
- Accepting responsibility for any valuables on behalf of a student.
- Purchasing for or providing students with alcohol or drugs.
- Making personal contact with students.
- Presenting their own opinions as those of DMT School.
- Engaging in conversations with external bodies, on behalf of DMT School.
- Making personal posts on any social media, in relation to DMT School or any of their activities, without prior content. This responsibility extends indefinitely and is not restricted to their time as an employee, volunteer or teacher.

- Taking any photographs or videos whilst attending any DMT School session.

If the professional boundaries and/or policies are breached this could result in the withdrawal of any future work, volunteering or teaching opportunities.

1.7 Other General Statements

We may transfer our rights and obligations under these terms and conditions to another organisation and will contact you should we do so. You may only transfer your rights and obligations under these terms and conditions to another person if we agree to this in writing.

Each provision of these terms and conditions operates separately. If any court or relevant authority decides that any of them are unlawful, the remaining terms and conditions will remain in full force and effect.

These terms and conditions constitute the entire agreement between you and us and supersede all prior agreements and understandings between you and us. No statement or promise alleged to have been made and which is not contained or referred to in these terms and conditions shall be binding or form part of them.

This contract is between you and us in respect of your booking and no-one else. Except for us, no other person, organisation or entity of any kind shall have any rights to enforce any of these terms and conditions.

If we do not insist immediately that you do something which you are required to do under these terms and conditions or we delay in taking steps against you where you break your contract, this does not mean that you do not have to do those things and it will not prevent us from taking steps against you at a later date.

2. Your Responsibilities

2.1 Student Drop Off/Pick Up

DMT School is responsible for your child for the duration of their class time and cannot accept responsibility for students outside the designated class time. Unfortunately, we are unable to admit students before the class start time and must dismiss students promptly after class ends.

Parents/guardians must collect their children from the designated pick up point at the end of each class. Please be patient as your child's safety is of paramount importance to us.

Parents/guardians wishing older children to leave unaccompanied after class must inform us by email prior to the start of class.

On occasions when persons normally authorised to collect the child are not able to, they must provide us with details of the name of the person who will be collecting their child in advance.

2.2 **Late or Non-Collection of Children**

In the event of a late collection, you MUST make us aware by email/phone.

If the child is not collected within a reasonable amount of time (15 minutes) and parents/guardians cannot be contacted, DMT School will contact the nearest police station or contact social services.

2.3 **Attendance**

Parents/guardians should notify DMT School if the student will not be attending classes. This should be actioned with as much notice as possible via email. Parents/guardians should also notify DMT School via email if students need to leave their classes earlier. No parents/guardians or spectators are allowed into classes at any time other than to watch presentations and shows.

2.4 **Illness/Sickness, Accident, Holiday**

Illness/Sickness

Students who arrive at DMT School with a temporary sickness (e.g. high temperature, flu, diarrhoea, vomiting etc) will not be permitted to take part as we have a responsibility to all children's health and welfare.

Should a child become ill or is involved in an accident during class, parents/guardians will be contacted by telephone. This could appear as a private number on the receiving line. A member of staff will use the contact numbers listed on account and the nature of the illness/accident will be explained. The child must be collected so the parent/guardian can seek professional medical advice.

If immediate hospital treatment is required an ambulance will be called and parents/guardians will be contacted. In the event that the child should need emergency treatment and the parents/guardians cannot be contacted, DMT School will act in loco parentis and authorise treatment.

If a child is absent from classes due to sickness, a refund will not be given unless in an emergency situation and this will be assessed on a case-by-case basis.

Accident

If immediate hospital treatment is required an ambulance will be called (e.g. broken limb, head/back injury) and parents/guardians will be contacted.

In the event that the child should need emergency treatment and the parents/guardians cannot be contacted, DMT School will act in loco parentis and authorise treatment. It is the parents/guardians responsibility to keep DMT School updated with any changes of address and telephone numbers and to be contactable during the sessions.

Our accident book is kept safely and is accessible to all staff who know how to complete it.

We record all first aid accidents with the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the emergency services.

The parent/carer also signs the accident book.

Holiday

If a child is absent from classes due to undeclared holiday, a refund will not be given.

To be granted your holiday day(s) and therefore not be invoiced for classes missed, you must email us with 2 months notice. As we will be sending out your invoice in advance, once the invoice is sent, we would be unable to edit your invoice once processed.

2.5 **What To Wear**

Students should wear suitable clothing and footwear at all times.

Compulsory uniform & optional merchandise can be purchased via our website.

Compulsory Items:

- DMT School glitter t-shirt
- Plain black jazz shoe
- Plain black leotard/dance vest
- Plain black leggings, joggers, shorts
- Plain black underwear
- No accessories (including earrings)

Students attending our After School Clubs are encouraged to wear their school's PE Kit or a suitable outfit of their choice. Students must be changed before attending the After School Club.

NO jewellery including earrings are to be worn during ANY of our classes. Students will be asked to remove all jewellery or accessories. If earrings are unable to be removed, they will be taped to protect the safety of students.

Optional DMT School branded items are available to purchase: hoody, leggings, joggers, caps.

We recommend all DMT School clothing is labelled.

2.6 **Personal Belongings**

DMT School students are advised not to bring personal belongings to class as we are unable to accept liability for damage or loss of property.

2.7 **Toilet Training**

DMT School is unable to accept younger children who are not toilet trained.

2.8 **Update Personal Information**

Keeping your account and its details up to date is your responsibility. Information you need to keep up to date is as follows:

- Personal contact information
- Home address
- student special needs or access requirements
- Medical requirements or instructions
- Media Disclaimer

If your personal information is wrong and a situation regarding missing/incorrect information incurs, liability falls to you and not DMT School.

2.9 **Your Responsibility Statements**

You promise and represent to us that the information you provide at the time of your registration is complete and accurate, and any future changes to this information will be notified to us immediately.

When attending any DMT School session neither you nor the child attending will knowingly be suffering from any infectious or contagious disease(s). We ensure appropriate measures are in place such as; hand hygiene, regular cleaning, social distancing measures and thorough risk assessment procedure. If your child (or anyone in your household) is unwell, even with a mild cough or fever, they should stay at home and will not be permitted to attend.

Reporting of 'notifiable diseases'

If a child or adult is diagnosed suffering from a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988, the GP will report this to the Health Protection Agency.

When the setting becomes aware, or is formally informed of the notifiable disease, the manager acts on advice given by the Health Protection Agency.

The child attending our sessions will be accompanied either by you or another known adult (if under 16). The child attending our sessions will wear suitable footwear and clothing at all times, including DMT School uniform if attending classes at our studio.

The child attending our sessions will be obliged to take care of their personal belongings. We cannot accept any liability for lost or damaged belongings.

If a child attending suffers from a medical condition that may require the administration of medication, then you or a carer will remain in attendance or the child should (unless we have otherwise agreed in writing) be able to administer the medication themselves. Any medication must be clearly labelled. You acknowledge that we do not administer medication.

You agree to comply with all Terms & Conditions and all School policies and procedures.

You acknowledge and agree that you and your child (and any adult) attending our classes are at your own risk and that we cannot be held responsible for any spread of infection or contraction of Covid-19 unless we are shown to have been negligent and this caused the transmission.

You understand to inform us of any photo/media disclaimers in advance.

3. Our Responsibilities & Rights

3.1 Behaviour Management & Bullying Zero Tolerance

DMT School recognises the importance of positive and effective behaviour management strategies in promoting children's welfare, learning and enjoyment.

In the event of misbehaviour that is incompatible with the enjoyment or safety of other children, students will be asked to leave, and parents/guardians will be contacted.

3.2 In Class Break Time

No food, drink or gum may be consumed during class times and should be saved until designated break times.

Parents/Guardians are advised not to include food which requires refrigeration. Packed lunches are stored at room temperature and kept away from direct sunlight, heaters and radiators. We recommend parents/guardians include picnic type pre-frozen ice packs/cool bags. Children are supervised whilst eating.

3.3 Our Rights, Exclusion & Termination

Our Right to Make Changes

We may have to make changes to these terms and conditions or your activity to reflect changes in relevant laws and regulatory requirements. These changes should not affect your enjoyment or experience.

Our Right to Exclude

We are entitled to exclude you, your child or any accompanying adult/child from DMT School (which may be permanently) if, in our opinion, the behaviour of any of you is unacceptable,

detrimentally disruptive or puts others at risk. In these circumstances DMT School will not refund any fees already paid.

If we decide permanent exclusion is appropriate (or you wish to terminate the contract) then you may be entitled to a % refund for part of any payment made in advance. Please see the refund paragraph for further details.

Our Right to Terminate

We may terminate your account at any time if you breach these terms and conditions.

If we terminate your account, you will not be entitled to attend any of our classes. If you have paid for classes in advance, we are entitled to deduct from any refund or to charge you an additional amount (which you must pay) to reasonably compensate us for any costs and losses we have incurred as a result of you breaking the contract with us. This may mean that no refund is applicable.

Your Legal Rights

As a consumer, you have legal rights in relation to DMT School activities. Advice about your legal rights is available from your local Citizens Advice Bureau. For detailed information please visit the Citizens Advice website www.adviceguide.org.uk. Nothing in these conditions will affect these legal rights.

3.4 Qualified Teachers

All our staff are fully qualified performing arts teachers in the private sector and hold an enhanced DBS certificate and first aid training. They are also under constant observation by DMT School Managers and Directors. If a student follows the teacher pathway from 16yrs +, they will be monitored closely by another member of staff and will be taking the necessary examinations to lead them into the professional platform.

3.5 GDPR & Sensitive Information

DMT School will use the personal information you provide to us strictly in accordance to our Privacy Notice & GDPR Policy which is available on request or at www.dmtschoo.com

We may share selective personal data with members of staff in order to equip members of staff with the necessary tools in case of emergencies. Information may also be passed to the emergency services and safeguarding officers.

Certain information is processed by our trusted third party partners such as Class Manager, QuickBooks, Google Drive, I-PATH and West Sussex County Council to allow the efficient running of DMT School.

3.6 **Exclusion of Liability**

We are only responsible to you for foreseeable loss and damage caused by us, where we have either failed to comply with these terms and conditions or have failed to use reasonable care and skill. We are not responsible for any loss or damage that is not foreseeable. Loss or damage is foreseeable if it is obvious that it will happen or if, at the time the contract was made, you and we knew it might happen.

We do not exclude or limit in any way our liability to you where it would be unlawful to do so. This includes liability for: death or personal injury caused by our negligence or that of our employees agents or subcontractors; for fraud or fraudulent misrepresentation; for breach of your legal rights, including the right for DMT School to be supplied with reasonable skill and care.

As DMT School is for domestic and private use and enjoyment, we are not liable to you for any loss of profit, loss of business, business interruption or loss of business opportunity.

Important – Please read the following :

Whilst we give you the option to provide us with information about your child's health and needs, you acknowledge that neither we nor our staff are medically trained and are not qualified to assess whether you or your child are fit and well enough to participate. Please contact your GP if you are in any doubt before booking. Also if you, the carer or your child feels unwell before or during a DMT School class please let us know as soon as possible.

3.7 **Health & Safety Policy**

DMT School believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers.

We aim to make children, parents and staff aware of health and safety issues and to minimise the hazards and risks to enable the children to thrive in a healthy and safe environment.

Public & Employers' Liability Insurance details are available upon request.

The **Health and Safety at Work Act** (1974) imposes certain obligations on an employer not only to take all such actions as are reasonable to safeguard the health and safety of their employees, but also to be able to show that they are doing so, by producing adequate written policies and procedures. DMT School fully accepts its responsibilities under the Act.

The Act refers to what is reasonable in given working situations.

DMT School will:

- Assess the risks in the workplace
- Ensure that the workplace satisfies health, safety and welfare requirements for ventilation, temperature, lighting and staff facilities
- Ensure safe and clear access to and egress from the building including fire exits
- Regularly check the premises room by room for structural defects, worn fixtures and fittings or electrical equipment, and take the necessary remedial action
- Ensure that all equipment is suitable for its intended use and is properly maintained and used
- Ensure that all staff are aware of the fire procedure and regular fire drills are carried out
- Ensure that all members of staff are aware of the procedure in case of accidents
- Ensure that all members of staff are aware of and carry out their health and safety responsibilities as set out in their job descriptions
- Prohibit smoking on the premises
- Prohibit any contractor working on the premises without prior discussion with the officer in charge to negate any risks to the staff or users
- The management considers this matter of such importance, that breach of health and safety procedures by staff constitutes misconduct and will be dealt with as a disciplinary matter.

Employees and Volunteers will also be made aware of their responsibilities under the Health and Safety at Work Act and will:

- Take reasonable care of their own health and safety and that of others around them
- Cooperate with the employer on matters of health and safety
- Use work equipment correctly
- Provide guidance to users (of the centre) and act responsibly to ensure their health and safety

Users will also be made aware of their responsibilities and will:

- Agree to use the equipment in a safe manner with regards to the health and safety of those around them (or the management can ask them to desist etc)

It is not possible to detail here all the health and safety matters that come up on a day-to-day basis, so staff and management must constantly be mindful of their responsibilities individually and collectively for the safety of themselves, their colleagues, parents and students.

Risk Assessment: DMT School believes that the health and safety of children is of paramount importance. We make our setting a safe and healthy place for children, parents, staff and volunteers by assessing and minimising the hazards and risks to enable the children to thrive in a healthy and safe environment. Separate risk assessment documentation is available to view upon request

4 Safeguarding

4.1 Child Protection Policy

The Vincent Martin Company of Dance and Musical Theatre (DMT School) has a duty of care to ensure the safety and wellbeing of all its students whilst taking part in classes/performances. A child is defined as young persons under the age of 18 (The Children Act 1989) and therefore, DMT School takes pride in making sure the safety and wellbeing of any student under this age is correctly cared for.

The aim of The Vincent Martin Company of Dance and Musical Theatre's Child Protection Policy is to promote good, healthy and safe practice:

- Providing children and young people with appropriate safety and protection whilst in the care of DMT School .
- All volunteers to have a current DBS and to have undergone a chaperone course with a chaperone licence achieved.

- Staff/ volunteers to make informed and confident responses to child protection issues.
- To promote Good Practice.
- Child abuse can arouse strong emotions in those facing such a situation. It is important to understand these feelings and not allow them to interfere with your judgement about the appropriate action to take. Abuse can occur within many situations including the home, school and outside environments. A teacher, official or volunteer will have regular contact with young people and be an important link in identifying cases where they need protection.
- **All suspicious cases of poor practice and safeguarding issues should be reported to the Director straight away without the discussion to other parents, students or staff.**

Good Practice Guidelines

All personnel should be encouraged to demonstrate exemplary behaviour in order to protect themselves from false allegations. The following are common sense examples of how to create a positive culture and climate.

- Always working in an open environment avoiding (where possible) private or unobserved situations/conversation and encouraging open communication with the support of another member of staff.
- If a child feels the need to talk to a member of staff with a personal matter, it is the member of staff's responsibility to inform that student that they may not be able to keep the conversation confidential. Wherever possible, involve another member of staff as a witness to the conversations. All conversations such as this MUST be reported to the Director in a hand-written document signed and dated by both student and member of staff in question.
- Treating all students equally with respect and dignity.
- Always putting the welfare of each student first.
- Building professional balanced relationships based on mutual trust.
- Ensuring any form of manual/physical support required should be provided openly.
- Manual Support within Class - It is difficult to maintain hand positions when the child is constantly moving, students should always be consulted, and their agreement gained, prior to any manual support is given. Some parents are becoming increasingly sensitive about manual support and their views should always be carefully considered.
- Keeping up to date with technical skills, qualifications and insurance.
- Involving parents/carers wherever possible.
- Always ensure parents, teachers and volunteers work in pairs.
- Being an excellent role model – this includes not smoking or drinking alcohol in the company of the students.
- Giving enthusiastic and constructive feedback.
- Recognising the developmental needs and capacity of students – avoiding excessive training and not pushing them against their will.

- Securing parental consent to act in loco parentis, if the need arises to administer emergency first aid and/or other medical treatment.
- Keep a written record of any injury that occurs, along with the details of treatment given.

Practises to be avoided

The following should be avoided except in emergencies. If a case arises where these situations are unavoidable (e.g. The child sustains an injury and needs to go to hospital, or a parent fails to arrive to pick up a child at the end of a session), it should be with the full knowledge and consent of the Director or the child's parents/guardians.

- Spending excessive amounts of time alone with children away from others.
- Taking or dropping off a child to an event, unless written agreement is given and accepted between parent and staff.

Practises never to be sanctioned

You should NEVER:

- Engage with an inappropriate personal conversation with a student (no matter what the age).
- Teacher/staff to student relationship MUST stay strictly professional.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language unchallenged.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Do things of a personal nature for students that they can do for themselves.

It may sometimes be necessary for staff or volunteers to do things of a personal nature for children, particularly if they are young/unable. These tasks should only be carried out with the full understanding and consent of parents and the students involved. There is a need to be responsive to a person's reactions. If a person is fully dependent on you, talk with him/her about what you are doing and give choices where possible. Particularly if you are involved in any dressing or undressing of outer clothing, or where there is physical contact, lifting or assisting a child to carry out particular activities. Avoid taking on the responsibility for tasks for which you are not appropriately trained.

Incidents that must be reported/recorded

If any of the following occur, you should report this immediately to another colleague and record the incident. You should also ensure the parents/carers of the child are informed:

- Document any accident or injury with the level of seriousness and the care plan taken after.
- If you accidentally hurt a student.
- If he/she seems distressed in any manner.
- If a student misunderstands or misinterprets something you have done
- If a child feels the need to talk to a member of staff with a personal matter, it is the member of staff's responsibility to inform that student that they may not be able to keep the conversation confidential. Wherever possible, involve another member of staff as a witness to the conversations. All conversations such as this MUST be given to the Director in a hand-written document signed and dated by both student and member of staff in question.

Use of Photographic/filming equipment at events

There is evidence that some people have used performance events as an opportunity to take inappropriate photographs or film footage of young people. DMT School will always request written parental consent before any photographs or filming takes place.

Video as a teaching aid: this is considered a legitimate teaching aid, but DMT School will always request written parental consent before the use of this aid and all materials will be stored in our schools secured online digital cloud.

Recruitment and training of staff and volunteers

DMT School recognises that anyone may have the potential to abuse children and all reasonable steps will be taken to ensure unsuitable people are prevented from working with DMT School students.

Pre-selection checks will include the following:

- All volunteers/staff will complete an application form. This will include self-disclosure about any criminal record.
- Consent will be requested from an applicant to seek information from the Criminal Records Bureau
- Two confidential references will be taken up and confirmed through telephone contact.
- Evidence of identity will be requested during the interview and audition process.
- Qualifications are substantiated, where appropriate.
- Job requirements and responsibilities will be clarified.
- They will read and accept DMT School's Code of Conduct.

- Child protection procedures will be explained, and training needs clarified.
- Give advisory information outlining good practice and information on what to do if they have concerns about the behaviour of an adult towards a young person.
- Give advisory information outlining good practice and information on what to do if they have concerns about the behaviour between children.

Responding to allegations or suspicions

It is not the responsibility of anyone working in DMT School, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. There is a responsibility to act on any concerns through contact with the appropriate authorities. The Director must be made aware of any cases where he or she is not directly involved in.

Confidentiality

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a need to know basis only.

This will include the following:

- The Director
- The parents/carers of the person who is alleged to have been abused
- The person making the allegation
- Social Services
- The alleged abuser (and parents/carers if the abuser is a child)

Bullying

If bullying is suspected, the following actions will take place to help the victim and to prevent bullying:

- All signs of bullying will be taken very seriously and reported to the Director.
- All children will be encouraged to speak about their concerns. The victim will be helped to speak out and to tell someone in authority.
- All allegations will be investigated, and actions taken to ensure the safety of the victim.
- Victims and alleged bullies will be spoken to separately.

- Victims will be reassured that they can trust who they are speaking to and they will be helped but promises **must not be made** to tell no one else.
- Records of all discussions will be kept, signed and dated.
- Any concerns must be reported to the Director immediately.

Contacts

If you have any enquiries in relation to this policy, please contact the Director.

4.2 **Safeguarding Policy**

The quality of teaching at DMT School is paramount to its success. We are committed to employing the highest quality professionals to work with our students.

All staff are required to hold a clean DBS disclosure with the Criminal Records Bureau dated within the last three years.

These will be renewed on a three-yearly basis.

Staff undertake regular training and enrichment activities which enable them to ensure that they have current knowledge of the dance sector.

Where groups are taken off site for theatre trips or other visits, students will be accompanied by staff on a ratio of no less than 1:12. Male and female staff will accompany groups, including at least one fully trained first aider. A parent representative is also welcome to attend off-site visits on behalf of the group of parents but must hold a DBS check issued within two years of the date of the visit.

DMT School will risk assess any activities off-site and hold a Risk and Fire Safety Assessment for the building.

All staff undertake training in Child Protection / Safeguarding.

Our setting will work with children, parents/carers and the community to ensure the rights and safety of children and to give them the very best start in life.

Staff and volunteers

- Our designated safeguarding person (a member of staff) who coordinates child protection issues is: Caroline Walker
 - Our designated officer (a member of the management team) who oversees this work is:
Vincent Wootton
-

- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents/carers are made aware of them too.
- All staff have an up-to-date knowledge of safeguarding issues.
- We provide adequate and appropriate staffing resources to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Candidates are informed of the need to carry out 'enhanced disclosure' checks with the Criminal Records Bureau before posts can be confirmed.
- Volunteers will have an 'enhanced disclosure' check with the Criminal Records Bureau before starting their placement.
- Volunteers will be asked to provide valid documentation and proof of address.
- We record information about staff qualifications, and the identity checks and vetting processes that have been completed including:
 - the criminal records disclosure reference number;
 - the date the disclosure was obtained; and
 - details of who obtained it.
- We inform all staff that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- We ensure control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Parents/carers sign a media usage discourse to give DMT School consent to use images & videos captured for marketing and educational usage
- Our records are signed, dated and kept in the child's personal file, which is stored securely and confidentially on our online platform.
- The member of staff acting as the 'designated safeguarding person' is informed of the issue at the earliest opportunity.
- Where the Local Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board.

If you have Immediate Concerns about a Child

The Integrated Front Door (IFD) - West Sussex Central Triage System is the organisation for all child protection and immediate safeguarding concerns, for example:

- A child or young person discloses physical abuse
- If there are signs of physical abuse e.g. injury
- A child or young person discloses sexual abuse
- A child presents themselves as abnormally nervous/anxious and you are aware their home setting could be a risk

You should call the IDF immediately - **Tel: 0330 222 6664**

If you are unsure whether to make a referral

You can contact the Locality and Community Support Service and request a 'no names' consultation (meaning you don't give the child's name). You can then discuss the situation with them and they will advise you on what to do next. If a referral needs to be made they will advise you of this.

4.3 **Supervision of Children at Events**

Our staff will ensure that the following procedures to keep children safe at events will be followed.

Step 1: Initial event information will be sent via email to the main contact registered on Class Manager. You will then be required to return authorisation to confirm your child's attendance at said event.

Step 2: Parents/carers must physically sign their children in and out at all events and must indicate who is due to collect said child. As a safeguarding measure if the person collecting is not as expected we will check with the parent/carer registered on the child's Class Manager account before releasing their child.

During the Event:

Our students are cared for by licensed chaperones on a 1:12 basis between the ages of 4 yrs - 16 yrs. Although students aged 16+ are not required to be included in the above ratio set out by West Sussex County Council, DMT School is passionate about our duty of care of all students and promotes 16+ students to be included within this ratio.

Event Statements:

- A risk assessment for each venue is carried out including the settings fire evacuation procedure.
- Named children are assigned to a licensed chaperone for event supervision prior to venue arrival
- There will be no unauthorised access to children that are signed in at the event.
- No adult without a DBS will be alone with any child during the event.
- The following event details will be recorded:
 - The date and time of event
 - The venue
 - Mode of transport (where necessary)
 - Names of staff assigned to children
 - Attendance records
 - Risk assessments
- Allocated staff have access to students' emergency contact details during the event
- First aid provisions and trained staff will be present at all events.

4.4 **Fire Safety Including Emergency Evacuation**

We ensure our premises present no risk of fire by ensuring the highest possible standard of fire precautions. The person in charge and staff are familiar with the current legal requirements. Where necessary we seek the advice of a Fire Safety Consultant.

Upon entering each school setting, our staff are required to know the following information:

- Where are the fire exits

- Where is the fire evacuation meeting point
- Who will be required to take an additional register
- Who is the premises fire representative

DMT School staff are required to contact DMT School Director immediately

In an emergency dial 999.

4.5 **Missing Child Statement**

As soon as it is noticed that a child is missing the key person/staff alerts DMT School Director immediately. The Police are then called to report the child missing and then the parent/carer is called.

The register is checked to make sure no other child has also gone astray.

Doors are checked to see if there has been a breach of security whereby a child could wander out.

The key person records when and where the child was last seen.

As soon as it is noticed that a child is missing, DMT School staff ask children to stand with their designated chaperone to carry out a headcount to ensure that no other child has gone astray.

One staff member searches the immediate vicinity but does not search beyond that.

4.6 **Physical Correction Statement**

Dancing is a physical skill and in order to help and facilitate the students' learning, the tutor may need to physically guide or correct a movement by touch, always used in an appropriate manner. Touch promotes kinaesthetic learning and can produce a quicker response to correction than other teaching tools. Physical corrections may be given in classes amongst a range of teaching tools. The teachers at DMT School are experts in their profession and have the advantage of years of training and teaching experience, through which their teaching techniques have evolved.

By attending a class, students are accepting the style of teaching used, however should a student be uncomfortable with this practice, parents / guardians / carers are asked to contact the Director of DMT School.

4.7 **Door Procedure Policy**

We maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

Children's personal safety:

- We ensure all staff have been checked for criminal records via an enhanced DBS
- All children are supervised by adults at all times.
- Whenever children are on the premises at least two adults are present.
- We carry out risk assessments to ensure children are not made vulnerable within any part of our premises, nor by any activity.

Security:

- Systems are in place for the safe arrival and departure of children. There is always a senior staff member on the main door to greet the children and parents at the start and end of the session.
- The register is taken at the beginning of every class to record childrens arrivals by a member of staff in each room and a senior staff member stands at the main exit when children are leaving to ensure they are collected by the correct person and are safe.
- The arrival and departure times of adults - staff, volunteers and visitors - are recorded.
- Our systems prevent unauthorised access to our premises.
- Our systems prevent children from leaving our premises unnoticed.

4.8 **Looked After Children** (LAC)

DMT School is committed to providing quality provision based on equality of opportunity for all children and their families. All staff are committed to doing all they can to enable 'looked after' children in their care to achieve and reach their full potential.

Definition of 'Looked after Children' (LAC): Children and young people become 'looked after' if they have either been taken into care by the local authority, or have been accommodated by the local authority (a voluntary care arrangement). Most LAC will be living in foster homes, but a smaller number may be in a children's home, living with a relative or even placed back home with their parent(s).

We recognise that children who are being looked after have often experienced traumatic situations; physical, emotional or sexual abuse or neglect. However, we also recognise that not all looked after children have experienced abuse and that there are a range of reasons for children to be taken into the care of the local authority. Whatever the reason, a child's separation from their home and family signifies a disruption in their lives that has an impact on their emotional well-being.

In our setting, we place emphasis on promoting children's right to be strong, resilient and listened to. Our policy and practice guidelines for looking after children are based on these two important concepts; attachment and resilience. The basis of this is to promote secure attachments in children's lives as the basis for resilience. These aspects of well-being underpin the child's responsiveness to learning and are the basis in developing positive dispositions for learning.

4.9 **First Aid & Administering Medicines Policy**

In-school procedures

In the event of an accident resulting in injury:

- The closest member of staff present will assess the seriousness of the injury and seek the assistance of a qualified first aider, if appropriate, who will provide the required first aid treatment.
- The first aider, if called, will assess the injury and decide if further assistance is needed from a colleague or the emergency services. They will remain on scene until help arrives
- The first aider will also decide whether the injured person should be moved or placed in a recovery position.

- If the first aider judges that a student is too unwell to remain in school, parents or guardians will be contacted and asked to collect their child. Upon their arrival, the first aider will recommend next steps to the parents.
- If emergency services are called, the first aider will contact parents/guardians immediately.
- The relevant member of staff will complete an accident report form on the same day or as soon as is reasonably practicable after an incident resulting in an injury. This form will be signed by the class teacher, first aider and parent/guardian.

Off-site procedures

When taking students off the school premises, staff will ensure they always have the following:

- A mobile phone
- A portable first aid kit
- Information about the specific medical needs of pupils
- Access to parents' contact details

Risk assessments will be completed by the lead member of staff prior to any educational visit that necessitates taking pupils off school premises.

There will always be at least one first aider at all events on & off site.

A typical first aid kit will include the following:

- A leaflet with general first aid advice
- Regular and large bandages
- Eye pad bandages
- Triangular bandages
- Adhesive tape & safety pins
- Disposable gloves
- Antiseptic wipes
- Plasters of assorted sizes
- Scissors
- Cold compresses
- Burns dressings

No medication is kept in first aid kits.

First aid kits are stored in:

- The main reception space to the front of the studio

Staff First Aid Training

All school staff are able to undertake first aid training if they would like to and encouraged to renew their first aid training when it is no longer valid.

All first aiders must have completed a training course, and must hold a valid certificate of competence to show this. The school will keep a register of all trained first aiders, what training they have received and when this is valid until.

Administering Medicines Policy

It is not DMT School policy to receive, store and administer any medicine to attending students at class or at events.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the class session. The parent/carer of the child must be present to give the prescribed medicine.

If children are due to attend an event or class at DMT School and are not well enough to take part, they should stay at home to maintain their health & well-being.

Medical Emergency Medicines

If DMT School is required to administer life saving medications (such as epipen pens), we will require clear instructions that are signed & dated by both parent/carer and their doctor. These instructions must be reviewed regularly. Such medications must be held in the child's bag at every attendance and the allocated staff member must be shown their bag before signing in/class register.

4.10 **Managing Children with Allergies, or Who are Sick or Infectious**

We provide care for healthy children and promote health through identifying allergies and preventing contact with the allergenic substance and through preventing cross infection of viruses and bacterial infections.

Procedures for children with allergies

When parents/carers start their children at DMT School, they are asked if their child suffers from any known allergies. This is recorded on the online registration form.

Upon registration, you consent that there could be some risks regarding allergies during our classes and events.

Parents/carers provide food for their own children and a strict `no sharing food` instruction is declared throughout DMT School. DMT School will try to mitigate as much risk as whenever and wherever possible.

Nits and head lice

- Nits and head lice are not an excludable condition, although in exceptional cases a parent may be asked to keep the child away until the infestation has cleared.
- On identifying cases of head lice, all parents/carers are informed and asked to treat their child and all the family if they are found to have head lice.

5. Other Policies

5.1 Grievance Policy

An expression of dissatisfaction is defined as a complaint regarding the provision of a staff member (employed or voluntary) or any other services provided by DMT School or its representatives.

Who can complain?

A complaint can be made by any person who receives a service from DMT School.

If anyone feels they have matters they wish to raise it can be done individually or collectively: staff, students or parents can feel assured that they will not encounter any disadvantage having logged a complaint in good faith. Complaints received anonymously or by third parties will not be dealt with under this Policy. DMT School has full discretion on how these will be handled. If it is believed that the complaint is vexatious or malicious, the details will be handed to the relevant person and they may decide to reject the complaint without taking into consideration its full merits. In this event reasons will be given why the complaint is felt to be an abuse of process. If clarification of the scope of the Policy is required or anyone is not sure of the appropriate avenues to take to pursue a complaint, candidates should contact the Director in the first instance for clarification. All stages of the complaints procedure are internal proceedings.

Confidentiality

All aspects of a grievance will have its confidentiality preserved throughout the investigation which will safeguard the interests of all concerned unless disclosure is necessary to progress the complaint. DMT School would expect all parties concerned to respect the confidentiality of the process. The person or persons the complaint or complaints are made against have the right to be advised of the facts and the nature of the complaint or complaints.

Procedure

For all complaints DMT School will ensure that all reasonable and appropriate action is taken. Where a complaint is found to be justified, all appropriate remedial action will be notified as part of the decision. If at any stage a complaint is found not to be justified, the reasons for the decision will be communicated to the candidate. All complaints received by DMT School will be treated as official unless the complainant informs DMT School otherwise within ten days of the original complaint date. Complaints will only be accepted in writing to the Director and must be clearly marked as such to be deemed official. All complaints are recorded, and a copy of the complaint is sent to the person or persons about whom the complaint has been made, to enable them to respond. Complaints will be investigated by the relevant person depending on the subject of the complaint. DMT School reserves the right to contact the person or persons about whom the complaint was made for further information. DMT School will deal with all complaints in a timely manner. If there is to be a delay all involved parties will be informed accordingly. If for any reason key staff are unavailable to progress the complaint, alternative arrangements may be made, if appropriate, to ensure the matter is dealt with appropriately.

Unresolved Grievances

Anyone unhappy with the outcome of the complaints procedure is welcome to appeal any decisions or seek advice from an outside agency or body.

Monitoring the Process

In order that DMT School can improve services to students, the receipt of complaints and responses to them will be monitored. With this information, DMT School will be able to improve their services and ensure an inclusive, consistent and constructive approach to complaints. The effectiveness of the complaints procedure will also be kept under review and if necessary changes will be made.

5.2 **Data Protection**

In May 2018, the regulations surrounding how companies and organisations can hold your personal data changed. This Notice tells you how we handle your Personal Data and the rights you have, when we hold it. This Notice is intended to comply with the provisions of the General Data Protection Regulation EU 2016/679 (GDPR) which governs how Personal Data is processed within the European Economic Area (EEA).

Who are we?

The Vincent Martin School of Dance and Musical Theatre Ltd (DMT School) Our address is Hut 11, Tilgate Recreation Centre, Crawley, West Sussex, RH10 5PH

We are the “data controller” for the purposes of GDPR.

This means that we decide how your Personal Data is processed and for what purposes.

Your personal data – what is it?

Personal Data is data that relates to a living individual who can be identified from that data.

We might be able to identify you from the data itself or by linking that data to other information we have access to. GDPR tells us how we must process your Personal Data.

How do we process your Personal Data?

We comply with our obligations under GDPR in the following ways:

- by keeping Personal Data up to date;
- by storing and destroying it securely;
- by not collecting or retaining unnecessary or excessive amounts of data;
- by protecting Personal Data from loss, misuse, unauthorised access and disclosure; and
- by ensuring that appropriate technical measures are in place to protect Personal Data.

We use your Personal Data for the following purposes:

- To manage your membership information, point of communication and process payments for the organisation we run.
- To inform you of news, events, activities or services which we think you might like to hear about.
- To share your contact details with officials and other authorised people and companies for the purpose of delivering the service we provide.

What is the legal basis for processing your personal data?

- You have given us consent to use your Personal Data for the purposes given in the consent statement you agreed to. To see the statement again, please ask a member of DMT School staff and they will be happy to produce the statement from DMT School folder.
- Where you have given us sensitive information (such as medical data), we will have asked for and you will have given us explicit consent to store and use that information. You always have the right to refuse to give us any information, particularly sensitive information.

Sharing your personal data

Your Personal Data will be treated as strictly confidential and will be shared only with organisations whose services are required in order to provide the services we offer. We use other companies to help us process your Personal Data so that we can offer you the best possible service.

We will only share your Personal Data with other third parties with your consent. These third parties, in turn, may rely on data processors to provide services that help them help us.

Some third parties we use may operate outside the EEA. In these cases, we will make sure that we have robust contracts in place with those third parties and that adequate safeguards exist to protect and secure your Personal Data.

When you give your consent to our holding of your Personal data you agree to us sharing your Personal Data (including special categories of Personal Data – where we have your explicit consent) with third party processors and sub-processors located both inside and outside the EEA.

How long do we keep your Personal Data?

We keep your Personal Data for as long as you are a member of our organisation. After you leave, we will keep your information for no longer than we reasonably need. Usually, this will be for a period of six months. This is so that we can initiate the dismissal and disposal process of your membership and in case of any legal/insurance claims or complaints.

Your rights and your Personal Data

Unless we have an exemption under GDPR, you have the following rights with respect to your Personal Data: -

- The right to request a copy of the Personal Data which we hold about you, without any charge.
- The right to request that we correct any Personal Data found to be inaccurate or out of date.
- The right to request that your Personal Data is erased where it is no longer necessary for us to keep it.
- The right to withdraw your consent to the processing we carry out at any time.
- The right to request that we provide you with your Personal Data and, where possible, to send that data directly to another data controller.
- The right, where there is a dispute in relation to the accuracy or processing of your Personal Data, to ask us to restrict further processing.
- The right to object to the processing of Personal Data.
- The right to lodge a complaint with the Information Commissioner's Office and to seek legal recourse.

Further processing

If we wish to use your Personal Data for a new purpose, not covered by this Notice, then we will provide you with a new notice explaining this new use. We will do this before we start

processing for the new use. We will set out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

5.3 **Social Media Policy**

DMT School realises that social media and networking websites have become a regular part of everyday life and that many people enjoy membership of sites such as Facebook, Instagram or Twitter. However, we are also aware that these sites can become a negative forum for complaining or gossiping and care must be taken not to breach DMT School Confidentiality Policy or offend anyone when using these services.

General Information

The following policy has been designed to give all staff clear guidelines as to what DMT School expects of them when accessing these sites. The absence of, or lack of, explicit reference to a specific website or service does not limit the extent of the application of this policy. Where no policy or guidelines exist, employees should use their professional judgement and take the most prudent action possible. Consult with Vincent Wootton if you are uncertain.

Guidance for Personal Use

If you have your own personal profile on a social media website, you should make sure that others cannot access any content, media or information from this profile that:

- (a) you are not happy for them to have access to.
- (b) which would undermine your position as a professional, trusted and responsible person.

As a basic rule, if you are not happy for others you work with to see particular comments, media or information simply do not post it in a public forum online. When using social media sites, staff members should consider the following:

- Changing the privacy settings on your profile so that only people you have accepted as friends can see your content.

- Reviewing who is on your 'friends list' on your personal profile. In most situations you should **not** accept friend requests on your personal profile from 'clients' you work with (this includes young people, parents etc).
- Ensuring personal blogs have clear disclaimers that the views expressed by the author are theirs alone and do not represent the views of DMT School. Make your writing clear that you are speaking for yourself and not on behalf of DMT School
- Ensuring information published on the Internet complies with DMT School confidentiality and data protection policies. Breach of confidentiality will result in disciplinary action and may result in termination of your contract or involvement with DMT School

Ensuring you are always respectful towards:

1. DMT School
 2. Other Staff Members
 3. Parents and Families (including children and other relatives)
 4. Other Agencies and Partners
- Staff should be aware that any disrespectful comments to the above might be seen as libellous and could result in disciplinary action of termination of your contract or involvement with DMT School.
 - DMT School logos and trademarks may not be used without written consent.
 - At all times, in or out of working hours, you are an ambassador for DMT School. Be aware that your actions captured via images, posts or comments online can reflect on the organisation.

Use of Official Accounts

DMT School operates a number of accounts on social media websites for the promotion of activities and events, and as a communication method. The following outlines the limits of their use:

- An official account on any social media website may only be set-up with prior consent from the Director.
- Only authorised staff may use these accounts to post online and access to those accounts should be strictly limited.
- All information published on the Internet must comply with DMT School confidentiality and data protection policies.
- Parents or children should not be referenced online without their consent on their registration with DMT School. This includes all photos, videos and other media.
- Copyright laws must be respected, with references or sources cited appropriately.

- Any employee, volunteer or teacher who becomes aware of any social networking activity that would be deemed distasteful should make the Director aware as soon as possible.

All staff using official accounts must adhere to the above guidelines; breach of this policy may result in disciplinary action or termination of your contract or involvement with DMT School.

5.4 **Privacy Policy**

- The safety, well-being and protection of our students are the paramount considerations in all decisions, staff at DMT School, make about confidentiality. The appropriate sharing of information between staff is an essential element in ensuring our pupils' well-being and safety.
- It is an essential part of the ethos of DMT School that trust is established to enable pupils, staff, and parents/carers to seek help both within and outside the company. We, therefore, minimise information sharing to those occasions which are appropriate to ensure students and staff are supported and safe.
- Students, parents/carers and staff need to know the boundaries of confidentiality in order to feel safe and comfortable in discussing personal issues and concerns.
- The companies' attitude to confidentiality is open and easily understood and everyone should be able to trust the boundaries of confidentiality operating within the company.
- Everyone in the DMT School community needs to know that no one can offer absolute confidentiality and that there are limits of confidentiality that can be offered by individuals within the DMT School community - so they can make informed decisions about the most appropriate person to talk to.

The expectation of Confidentiality

When speaking confidentially to someone, the confider has the belief that the confidant will not discuss the content of the conversation with another. The confider is asking for the content of the conversation to be kept secret. Anyone offering absolute confidentiality to someone else would be offering to keep the content of his or her conversation completely secret and discuss it with no one.

In practice there are few situations where absolute confidentiality is offered. We have to strike a balance between ensuring the safety, well-being and protection of our students and staff, ensuring there is an ethos of trust where students and staff can ask for help when they need it and ensuring that when it is essential to share personal information, child protection procedures and good practice are followed.

This means that in most cases what is on offer is limited confidentiality. Disclosure of the content of a conversation could be discussed with professional colleagues but the confider would not be identified except in certain circumstances.

The general rule is that staff should make clear at the beginning of the conversation that there are limits to confidentiality. These limits relate to ensuring children's safety and well-being. The student will be informed when a confidence has to be broken for this reason and will be encouraged to do this for themselves whenever this is possible.

Different levels of confidentiality are appropriate for different circumstances:

1. In the classroom in the course of a lesson given by a member of the teaching staff or an outside visitor. Careful thought needs to be given to the content of the lesson, setting the climate and establishing ground rules to ensure confidential disclosures are not made. It should be made clear to pupils that this is not the time or place to disclose confidential, personal information. (With regards to an outside visitor, s/he is working with the same boundaries of confidentiality as a regular teacher).
2. One to one disclosures to members of school staff (including voluntary staff). It is essential all members of staff know the limits of the confidentiality they can offer to both students and parents/carers, any required actions and sources of further support or help available, both for the student or parent/carer and for the staff member within the company. This includes support/advice from other agencies, where appropriate. All staff within the company encourage pupils to discuss difficult issues with their parents or carers. However, the needs of the students are paramount and company staff will not automatically share information about the student with his/her parents/carers unless it is considered to be in the child's best interests.

Note: when concerns for a child or young person come to the attention of staff, for example through observation of behaviour or injuries or disclosure, however insignificant this might appear to be, the member of staff will discuss this with the Director or the Designated Safeguarding Lead as soon as possible. More serious concerns must be reported immediately to ensure that any intervention necessary to protect the child is accessed as early as possible.

The legal position for Company staff

Staff (including non-teaching and voluntary staff) should not promise confidentiality. Students do not have the right to expect that incidents will not be reported to his/her parents/carers and

may not, in the absence of an explicit promise, assume that information conveyed outside that context is private. No member of this company's staff can or should give such a promise. The safety, well-being and protection of the child is the paramount consideration in all decisions staff make about confidentiality. Company staff are not obliged to break confidentiality except where child protection is or may be an issue, however, at DMT School we believe it is important staff are able to share their concerns about students with colleagues in a professional and supportive way, on a need-to-know basis, to ensure staff receive the guidance and support they need and the students' safety and well-being is maintained. DMT School staff should discuss such concerns with the Director or the DSL (Designated Safeguarding Lead).

Teachers and Staff (including Voluntary staff)

Professional judgement is required by a teacher in considering whether he or she should indicate to a child that they could make a disclosure in confidence and whether such a confidence could then be maintained having heard the information. In exercising their professional judgement, the teacher must consider the best interests of the child, including the need to both ensure trust to provide safeguards for our pupils and possible child protection issues.

All staff at DMT School receive basic training in child protection as part of their induction to the company and are expected to follow the Child Protection Policy and procedures. Any concerns should be discussed with the Designated Safeguarding Lead.

Parents/carers

DMT School believes that it is essential to work in partnership with parents and carers and we endeavour to keep parents/carers abreast of their child's progress, including any concerns about their progress or behaviour. However, we also need to maintain a balance so that our students can share any concerns and ask for help when they need it. Where a student does discuss a difficult personal matter with staff at school, they will be encouraged to also discuss the matter with their parents or carer themselves.

The safety, well-being and protection of our students is the paramount consideration in all decisions staff at the company make about confidentiality.

Complex cases: Where there are areas of doubt about the sharing of information, a consultation should be sought with the relevant West Sussex County Council Department (information available through the Designated Safeguarding Lead).

5.5 Emergency Closure Policy

It may be necessary to close DMT School for a variety of reasons including:

- Severe weather including snow, flooding or storms
- Disruption to transport, for example through petrol or diesel shortages
- Accommodation problems, for example loss of power supply, heating failures or fire damage

DMT School will endeavour to remain open where possible however, we have to consider the safety of all our children and staff.

In the event of a closure, we will communicate our closure plan with as much advance notice as possible.

Closure Before the Class Session

The decision to close will rest with the School Director; Vincent Wootton and information will be shared via email and social media platforms.

The decision shall be made with as much notice as possible on the basis of information received from:

- The national media about the weather, condition of the roads and paths and public transport
- Immediate observation, either personally or from staff members (eg Site Team) better placed to make such observations
- through appropriate external agencies such as the Met Office.

Factors involved in reaching the decision to close DMT school are likely to be:

- access i.e. road conditions (obstructions, snow, ice, flooding etc).
- Breakdown of school essential services (heating, electrical services, water, storm damage etc).
- specific advice received from the Local Authority, Police etc.