

## Care of Your Child Policy

RMB Dance Edinburgh strives to provide a safe, welcoming and happy environment for the children and families that access our service. This policy explains the procedures taken to enable the best care and wellbeing of our children, and your role as parents/ guardians in this. It is strongly believed that if teachers, parents/ guardians and children work together, we can achieve the highest quality of care and enable children to get the most out of dance class. If you have any questions about this policy, please email Rachel at [rmb.dance.ed@gmail.com](mailto:rmb.dance.ed@gmail.com)

### **Class procedures**

- A class register will be taken at the beginning of each class.
- Your contact number and emergency contacts are held on the register. Please ensure these are correct and up to date. These will not be shared with anyone, unless in the case of emergency (e.g with emergency services).
- Children are asked to arrive ready for class in the correct attire for the dance style. Suitable attire is described on the 'Uniform' page on the RMB Dance website. Clothing should be unrestrictive with no trip/ slip hazards. Long hair should be tied back and no jewellery should be worn. A jumper or hoodie can be worn on top and removed during class if needed.
- Please always try to collect children on time at the end of class. If you are late to pick up your child at the end of class they will be kept with the teacher until you arrive. No child will be left unattended.
- If you know prior to class that you may be late, or have arranged for another parent/ guardian to collect your child, please let Rachel know prior to the start of class.

### **Care, Management and Emergencies**

- Children are discouraged from visiting the toilet during class unless really necessary, so please make sure your child has been before class. If they need to go during class they must be able to manage themselves. Where appropriate 2 children may be sent together.
- If you leave the building whilst your child is in class, you are doing so at your discretion and with the understanding that you are confident your child can manage themselves (including visiting the toilet) independently. Rachel is not responsible for taking children to the toilet during class.
- Medical conditions are listed on the register. Please ensure you provide the correct medical information and that it is up to date, and let Rachel know of any additional requirements/ support.
- If a child becomes unwell or injured during the class, it is usual for them to sit out until the end unless it is a case of emergency. In an emergency, you will be phoned and an ambulance called if required.
- Any injuries will be recorded in the Accident Book and First Aid will be carried out if required. One First Aid kit is available at the venue and another is carried by Rachel.
- In the event of a fire alarm sounding, the class will be evacuated by the teacher in accordance with the venue fire regulations. Do not come in to class to collect children as they will have left by the quickest route, and you could become trapped yourself. If you are in the venue when the fire alarm goes off (eg waiting for your child whilst they are in class), evacuate yourself.

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### Safety and Security

- The Craggs Centre has a code/ buzzer entry system. Only Rachel and other regular class providers at the Craggs know the entry codes, and are not allowed to share these with anyone else.
- You are discouraged from letting anyone into the building unless you know them and judge it safe to allow them entry.
- The Craggs Centre is fitted with CCTV throughout, including in the studio where our classes take place. This is to ensure the safety and security of the building and its users.

### Discipline

Behaviour issues are extremely rare in RMB Dance classes. The children attend because they want to, therefore we find classes run smoothly with little/ no behaviour issues. In the unlikely case of any problem, the following will be applied:

- When there is a problem in the class the teacher will issue a verbal request for that behaviour to stop, followed by a warning that if the behaviour continues the pupil will have to sit out.
- If the behaviour persists, the pupil will then be asked to sit out for a period of time; depending on the severity of the issue this could be until the end of the class. The teacher will speak to the parent/ guardian at the end of class and it is hoped that this is the end of the matter.

### Inclusion

- We aim to make sure every child feels included, especially as some of our children begin attending dance class not knowing anyone else. We include group activities to enable children to learn to respect each other, work together and build friendships within the class, and encourage children to not continually work with the same friends each time. Any form of bullying is unacceptable.
- We aim to ensure any child who wants to dance has the opportunity to do so, including those with additional support needs/ requirements. Where your child may require additional support during classes, please discuss this with Rachel either in person or via email.

### Feedback and complaints

- Constructive feedback is always welcome. Please email any feedback to [rmb.dance.ed@gmail.com](mailto:rmb.dance.ed@gmail.com)
- If you have any concerns or complaints please do contact Rachel so the matter can be resolved calmly and collaboratively. If she does not know, she cannot help.

### Other

- Rachel holds a PVG, insurance, postgraduate level dance qualifications, and certificates in First Aid and Child Protection. Some of these require regular updates which Rachel is responsible for.

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- Rachel teaches all classes herself (lone working). A 'Lone Working' policy is in place to identify and limit risks of lone working, and to keep Rachel and the children safe. If you wish to see this policy please just ask.
- In the event Rachel cannot attend (eg. due to illness) it will be endeavoured to arrange a cover teacher. If a cover teacher cannot be arranged, a make-up class or credit will be organised.
- Any other teachers/ assistants will be required to hold a PVG, Child Protection and First Aid Certificates where appropriate.
- Risk Assessments are in place to optimise the safe running of RMB Dance classes/ camps/ workshops. These are regularly reviewed by Rachel.

Updated October 2024