



ADF DANCE ACADEMY

HEALTH & SAFETY POLICY

ISSUE DATE: JUNE 2026

REVIEW DUE: JUNE 2027

PREPARED BY

Alexandra Gale

PRINCIPLE

Our Approach

At ADF Dance Academy, health and safety is not simply about rules and procedures; it's about creating an environment where every student feels safe, supported, confident and able to thrive. Dance should be inspiring, enjoyable and empowering and great care is taken to ensure all Academy activities are delivered safely and responsibly with the health, safety and welfare of all individuals as a central priority.

We recognise and are committed to our responsibility not only to teach dance, but to create a safe and healthy environment where everyone within the Academy feels safe and supported.

1. Purpose

Health and safety involves establishing and maintaining environments, practices and procedures that support the safety, wellbeing and positive participation of everyone involved in Academy activity.

It is embedded into daily practice through how we:

- Teach
- Supervise
- Prepare our spaces
- Respond to concerns
- Care for the wellbeing of others

This policy outlines:

- Health and safety expectations and procedures
- The Academy's approach to safe participation and supervision
- Measures to help minimise avoidable risks during Academy activities
- Shared responsibilities relating to health and safety
- How a safe and positive environment is promoted throughout the Academy

2. Scope

This policy applies to all areas of ADF Dance Academy and to everyone involved in Academy activities including staff, freelancers, volunteers, chaperones, students, parents/carers, visitors and external professionals.

It applies throughout:

- Classes
- Rehearsals
- Performances
- Competitions
- Workshops
- Trips
- Events
- Any other Academy-related activities involving hired venues or external facilities

This document should also be read alongside the Academy's related policies and procedures, such as:

- Safeguarding and Child Protection Policy
- First Aid Policy
- Code of Conduct
- Data Protection Policy
- Concerns and Complaints Policy

3. Legal and Regulatory Responsibilities

We aim to comply with relevant health and safety, safeguarding, fire safety and data protection legislation applicable to Academy activities, hired venues and operational practice. This includes supporting safe supervision, child protection, equality and inclusion, first aid and emergency procedures.

4. Health and Safety Responsibilities

Principal and Responsible Person
Alexandra Gale
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Responsibilities include:

- Overseeing health and safety arrangements within ADF Dance Academy
- Reviewing risk assessments and safe practice procedures
- Liaising with venues and external providers where required
- Monitoring health and safety concerns appropriately

Academy Responsibilities

The Academy will:

- Promote safe dance practice
- Maintain suitable supervision arrangements
- Carry out and review risk assessments
- Respond appropriately to hazards, concerns or incidents
- Cooperate with venue management and emergency services where required

Staff and Volunteer Expectations

Staff and volunteers are expected to:

- Supervise students appropriately
- Follow Academy procedures and venue safety arrangements
- Report hazards, accidents or concerns promptly
- Promote safe and respectful behaviour

Parent, Carer and Student Expectations

Parents, carers and students are expected to:

- Follow Academy procedures and staff guidance
- Arrive on time and in the correct dance kit to support safe participation
- Ensure students are collected on time by the authorised parent/carers or an approved adult recorded within Academy records and notify us in advance of any alternative collection arrangements
- Provide accurate and up to date medical, emergency contact and collection information
- Inform us promptly of any injuries, medical conditions or circumstances that may affect participation
- Behave respectfully towards staff, students, volunteers and venue property
- Support a safe, positive and inclusive environment
- Accept responsibility for any damage caused by their child to Academy equipment, hired venues or facilities and understand that they will be liable for any costs incurred as a result

5. Risk Assessments

Risk assessments form an important part of helping maintain safe practice, reducing avoidable risks and identifying concerns that may need to be reviewed or addressed appropriately.

Risk assessments can be carried out for:

- Classes and rehearsals
- Performances and competitions
- External venues and trips
- Equipment and studio spaces
- Special events or activities

6. Venue Hire and External Premises

ADF Dance Academy operates within hired venues and will work cooperatively with providers to help maintain safe practice during activities.

This may include:

- Following venue-specific procedures, rules and safety requirements
- Identifying fire exits, evacuation routes and emergency equipment before activities begin
- Making sure staff, volunteers and participants are aware of relevant fire evacuation arrangements and assembly points
- Understanding and following any venue-specific lockdown, emergency or security procedures that apply to Academy activities
- Ensuring staff, volunteers and participants are aware of relevant lockdown procedures
- Reporting hazards, defects or safety concerns promptly to the appropriate venue representative where necessary
- Adapting risk assessments and safety arrangements to reflect the venue or activity
- Supporting respectful, safe and appropriate use of all hired facilities and spaces

7. Safe Premises and Equipment

Considerable care is taken to ensure that venues and equipment used are safe, suitable and appropriate for dance activity.

This is supported through:

- Keeping walkways and exits clear
- Checking studio floors and activity spaces before use to ensure they are fit for purpose and free from avoidable hazards
- Setting up and using equipment safely
- Reporting damaged, defective or unsafe equipment or conditions promptly
- Following venue health and safety procedures and requirements
- Checking electrical equipment regularly for faults or damage
- Using safe lifting and handling practice when moving equipment or heavy items
- Ensuring students do not move large or heavy equipment without supervision
- Maintaining dance spaces at a safe and comfortable temperature
- Supporting appropriate ventilation and airflow during activities

8. Venue and Security

A safe and secure setting is important in helping protect students, staff, volunteers and visitors at ADF Dance Academy.

To support venue security:

- Staff should remain aware of who is entering and leaving activities
- Students must not leave sessions or venue without permission
- Collection will only be permitted by an authorised parent/carers or approved person recorded within Academy records
- Unfamiliar or unauthorised individuals may be addressed appropriately or reported where necessary
- Concerns relating to security, safety or unauthorised access should be addressed promptly

9. Safe Dance Practice

Safe dance practice plays an important role in helping students participate confidently and safely in Academy activities. We aim to support age-appropriate, inclusive and developmentally suitable dance training that encourages safe participation, physical wellbeing and enjoyment for all students. Safety will always take priority over progression or performance, and the Academy reserves the right to restrict or prevent participation where this is considered unsafe or not in the best interests of the student or others.

Safe dance practice is promoted through:

- Providing appropriate warm-ups and cool-downs
- Teaching age, ability and developmentally appropriate content
- Ensuring students participate within suitable classes and levels
- Preventing participation where students miss group warm-ups and it is considered unsafe to take part
- Monitoring fatigue, overexertion and unsafe practice
- Encouraging appropriate hydration, rest and recovery
- Supporting safe progression when teaching flexibility, stunts, lifts, partner work or advanced skills
- Ensuring students are prepared and dressed for safe participation
- Maintaining appropriate supervision and boundaries during movements involving physical contact
- Helping students recovering from injury participate safely where appropriate
- Encouraging students to listen to their bodies and communicate openly about pain, discomfort, injury or feeling unwell

10. Water Breaks, Hydration and Rest

Supporting hydration, rest and recovery is an important part of helping students participate safely throughout dance activity. All participants should bring a water bottle that remains easily accessible during activities and hydration breaks and additional rest periods may be introduced during intensive sessions or warmer weather where required. Staff will remain mindful of fatigue, dehydration, overheating and overexertion and should encourage students to communicate openly if they feel unwell, overly tired or unable to participate safely.

11. Slips, Trips and Physical Safety

A physically safe environment helps reduce avoidable accidents and supports safe participation. Students, staff and visitors are expected to act responsibly and follow appropriate safety guidance at all times.

To help minimise avoidable accidents:

- Appropriate dance footwear and kit should be worn
- Hair should be secured off the face where appropriate
- Bags and belongings should be stored safely away from walkways
- Spillages should be cleaned promptly
- Unsafe behaviour, rough play or running is not permitted
- Participants should remain aware of their surroundings and maintain appropriate spacing during activities

12. Personal Belongings and Lost Property

Students are responsible for their personal belongings whilst participating in Academy activities. All belongings including dance kit, bags, water bottles and any other items associated with participation should be clearly named to help prevent loss and support the return of misplaced items. Personal belongings should be stored safely throughout classes, rehearsals, performances, events and any other Academy activity.

ADF Dance Academy cannot accept responsibility for personal items that are lost, damaged or misplaced. Where lost property is found and can be identified, reasonable efforts will be made to return it to the rightful owner. Unclaimed items will normally be retained for up to three weeks before being disposed of, donated or otherwise appropriately dealt with.

Jewellery

To support safe participation, jewellery should not be worn unless specifically permitted for costume or medical reasons. Small stud earrings may be allowed where considered safe. Watches, loose accessories and jewellery presenting a safety risk should be removed.

13. Hygiene, Illness and Infection Control

Good hygiene practice helps support health and comfort. We aim to encourage hygiene practices that help reduce avoidable illness and support participation, which includes:

- Encouraging regular hand hygiene where appropriate
- Managing bodily fluid spillages safely where necessary
- Responding appropriately where illness or infection concerns may affect participation
- Avoiding the sharing of personal items between students such as hairbrushes or accessories
- Introducing additional hygiene or protective measures when necessary

14. Food Allergies and Nut Awareness

Awareness of allergies and dietary needs is important in helping minimise avoidable risks and supporting safety. Parents/carers are responsible for informing the Academy of any allergies, dietary requirements or relevant medical conditions upon enrolment and ensuring information remains accurate and up to date.

To support safety where food, refreshments or dietary needs are relevant:

- Food and drink must not be shared with others
- Reasonable allergy awareness precautions will be considered
- Nut-free arrangements are implemented in line with individual needs or venue requirements
- Students should avoid eating immediately before dance activities and allow sufficient time for digestion before taking part

15. Noise Levels and Hearing Safety

As an Academy, music plays an important role in dance training, performance and creative expression. We provide an enjoyable and motivating setting where music supports learning, confidence, rhythm and a positive, uplifting atmosphere. This is achieved through using music that is suitable to the age, environment and nature of the activity, maintaining safe and appropriate volume levels and taking account of hearing comfort and noise sensitivity. We remain mindful of prolonged exposure to loud music and encourage students and audience members to communicate any discomfort, hearing concerns or sensitivity during activities or performances.

16. Lone Working

ADF Dance Academy is led and delivered by a sole Principal and teacher. As a result, activities, supervision and operational responsibilities are carried out independently. Throughout all activity, safe, professional and responsible working practice remains a priority. To help support this, emergency communication arrangements will remain available during activities, and venue procedures, health and safety requirements and professional boundaries will be followed at all times.

One-on-one teaching can play a valuable role in supporting confidence, personal progress and technique development. Sessions are planned with thought and consideration for the individual and conducted professionally in line with the Academy's safeguarding procedures. Any concerns relating to safety, security or wellbeing will be responded to appropriately.

17. Performances, Trips and External Events

Performances, competitions, workshops, trips and external events provide valuable opportunities to build confidence, gain experience, develop friendships and enjoy being part of Academy life. These experiences are intended to be enriching, positive and rewarding, creating lasting memories whilst taking part in activities beyond regular classes, and are planned and delivered with careful consideration, with health, safety and wellbeing remaining a priority throughout. Where appropriate, suitable risk assessments, supervision arrangements and additional safety measures will be put in place to support the nature of the activity, venue or journey involved. Parents/carers will be provided with relevant information in advance wherever possible and kept informed of any important updates to activities, travel arrangements or changes that may affect participation.

By working together, following venue procedures and appropriate safety expectations, experiences remain safe and enjoyable, with students encouraged and expected to represent ADF Dance Academy positively and to behave responsibly, respectfully and safely during external activities and travel.

18. Accessibility and Inclusion

We aim to promote an inclusive and supportive environment where every child feels valued and able to participate confidently. The safety, wellbeing and suitability of participation for all students will remain an important consideration. Individual needs, medical conditions or additional support requirements will be considered where possible in relation to the nature of the activity, environment and staffing arrangements. Parents/carers must communicate relevant information or support needs in advance so that discussions and reasonable adjustments can be considered appropriately.

19. Severe Weather and Emergency Closure

Where severe weather, emergencies, venue issues or unforeseen circumstances arise, safety and communication will remain priorities throughout decision-making and activity planning. If necessary, activities may be cancelled, postponed, rearranged or suspended where conditions are considered unsafe. Additional precautions may be introduced during periods of severe weather or safety concerns, and parents/carers will be informed of timetable changes, important updates or alternative arrangements where practical and appropriate.

20. Lockdown and Emergency Security Procedures

A lockdown may be required where there is a security concern, threat, incident or emergency that makes it unsafe for individuals to enter, leave or move around a venue. The safety and wellbeing of students, staff, volunteers and others involved in Academy activities will remain a priority throughout any such situation.

As ADF Dance Academy operates from hired venues, schools and external facilities, the emergency security and lockdown procedures of the host venue will be followed, and the Academy will cooperate fully with venue management, emergency services and relevant authorities during any lockdown, security incident or emergency situation.

To support safe practice:

- Staff will remain aware of venue-specific lockdown and emergency security procedures where these have been provided by the venue and will maintain supervision of students throughout any lockdown situation
- Instructions issued by venue management, emergency services or other authorised personnel will be followed immediately, and registers and attendance records may be used to account for students where practical and safe to do so
- Parents/carers will be informed as soon as reasonably possible following a lockdown or emergency incident
- Individuals should remain in the designated area until instructed otherwise by venue management, emergency services or other authorised personnel
- Any concerns arising for a lockdown or emergency security incident will be recorded and reviewed where necessary

21. Data Protection and Confidentiality

Personal, medical and emergency information will be handled securely, respectfully and confidentially in line with GDPR, data protection requirements and the Academy's Data Protection Policy. Information will only be shared where necessary to protect health, safety or wellbeing, respond appropriately during emergencies or meet safeguarding or legal responsibilities.

22. Insurance

ADF Dance Academy maintains appropriate insurance arrangements relevant to its operations, hired venues and events. Insurance is renewed annually and reviewed as required to ensure suitable cover remains in place.

23. Related Policies and Procedures

The following areas are supported by related Academy policies and procedures:

- Safeguarding responsibilities, supervision and student welfare are outlined in the Safeguarding and Child Protection Policy
- First aid provision, accident reporting, injury management and emergency medication procedures are outlined in the First Aid Policy
- Fire evacuation, lockdown and emergency response arrangements are supported through Academy procedures, venue requirements and relevant risk assessments
- Photography, video and online communication requirements, guidance and expectations are outlined in the Photography, Video and Social Media Policy
- Concerns and complaints are addressed through the Concerns and Complaints Policy

24. Monitoring and Review

This policy will be reviewed annually or sooner where necessary to reflect changes in legislation, guidance, Academy practice or operational arrangements. Overall responsibility for monitoring and review rests with the Principal and Responsible Person.

25. Final Statement

At ADF Dance Academy, the health, safety and wellbeing of everyone involved will always remain a priority. Through clear procedures, effective communication, responsible practice and shared responsibility, we aim to maintain a safe, healthy and supportive environment where students can participate confidently throughout their time at ADF Dance Academy.