

Terms, Conditions and Policies.

Pupils

Pupils are required to obey the rules and conditions of the dance school.

Fees

Fees must be paid by the first week of every term except when starting at the school. The student can then participate in 1 trial class at no expense. If the child then wishes to continue you will be billed accordingly. We are prepared to discuss alternative arrangements for payment. Invoices that are not settled before half term may be subject to a £10.00 penalty per week thereafter. Cash should be placed in a sealed envelope with the child's name and invoice number written clearly on the envelope. Cheques must also have the child's name and invoice number written clearly on the back of the cheque. A £10 charge will be applied for cheques returned unpaid by the bank

Absence

If prolonged illness occurs concessions may be made. Refunds will not be given for odd classes missed and classes will not be carried over.

Notice

Cancellations cannot be accepted at the start of a new term. A terms notice must be given or a £10 cancellation fee may be charged.

Admission

We reserve the right to refuse admission and to dismiss pupils should occasion arise.

The School reserve the right to ask for a pupil to be removed from the school for any of the following reasons:

- Should a pupil not respond to training
- For misbehaviour or wilful damage
- For poor attendance
- For any breach of the school rules, conditions or regulations etc.

Class Cancellation

Classes that are cancelled due to extreme weather conditions, school closures or any other extreme unforeseeable circumstances will not be refunded.

Observation

Parents will be invited to observe classes on allocated days, unless prior arrangement has

been made. In the case of very young children one parent will be allowed to accompany the child until fully settled.

Examinations

Examination and Assessment entries are entirely at the teacher's discretion and will be invoiced separately at the time of entry. Teachers reserve the right to withdraw candidates from examinations if it is deemed necessary.

Uniform

The regulation Devon Dance and Drama uniform is to be worn. The details of which are published on the website or are available upon request. No jewellery is to be worn and no chewing gum.

Mobile Phones

Mobile phones must be turned off or switched to silent if brought in to the studio

Property

We will not be held responsible for the loss or damage to personal belongings whilst on the premises. All belongings should be clearly marked with the students name

§ Photographs / Videos

Occasionally the students may have their picture taken or be involved in a video within the dance class, prior to an exam or at a show. We may wish to use these images in a suitable publication or on our own website. To comply with the Data Protection Act 1998, we must have your permission before we can photograph or make any recording of young people. This document will consent to this unless you have informed us in writing to the contrary.

CHILD PROTECTION POLICY

It is the policy of Devon Dance and Drama to ensure that every young person who is involved in the dance school do so in a safe environment and be protected from neglect, sexual, emotional and physical abuse

Key Principals

§ Anyone under the age of 18 will be considered as a child, for the purpose of this document.

§ The welfare of the young person is paramount

§ All children without exception have the right to be protected from abuse

§ Suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.

§ To ensure that adults working with young people are also protected and aware of the best practice so they can be protected from wrongful allegations.

§ Working in partnership with parents/guardians/carers/workers is essential for the protection of young people

§ Confidentiality should be upheld in line with the Data Protection Act 1998 and the Human Rights Act 1998.

Staff or Volunteer Engagement

Devon Dance and Drama shall not allow staff or volunteers to have access to children or young people where there is any knowledge of that person or persons having any criminal conviction involving children or who are disqualified from working with children. Devon Dance and Drama will remind all employees of their duty to disclose such information, as required by the Criminal Justice and Court Services Act 2000.

HEALTH & SAFETY

We at Devon Dance and Drama would appreciate you reading our Health & Safety Advice

1. When arriving for classes / exams / shows do not drop students off at the door, always ensure that a teacher is present in the studio. If you are not picking up your child please always inform the teacher of who is.
2. Whilst every care will be taken of students whilst in the dance class, teachers cannot be responsible for them outside of the class.
3. The teacher will not look after other children who are not involved in their class. If you bring brothers or sisters to the studio you must supervise them at all times.
4. Be aware in the car park of children running to and from class and please cross from the car park in Tipton St John via the school crossing.
5. For any child under the age of 12 to travel alone to or from class, Devon Dance and Drama must have a written confirmation.
6. We are always pleased to receive the views from parents / students on all aspects of safety at the dance school.

CONSENT

Dance is a physical activity where there is a risk of injury. Devon Dance and Drama will make a first aid kit available at all classes, exams, assessments and shows. The parents / guardians

of the students should give permission for Devon Dance and Drama to provide simple medical aid for minor injuries, or to consult a doctor and / or the emergency services should the teacher feel it is necessary. You will of course be contacted immediately should injury / illness occur.

I/We will inform Devon Dance and Drama of any changes in circumstances that may affect the student's health, safety or ability to dance.

GENERAL DATA PROTECTION REGULATION POLICY

Statement

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018.

GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Devon Dance and Drama is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors and staff personal data.

The Data Protection Act gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

GDPR includes 7 rights for individuals

1. The right to be informed

Devon Dance and Drama is required to collect and manage certain data. We need to know parent's names, addresses, telephone numbers, email addresses. We need to know children's' full names, addresses, date of birth and Health issues along with any SEN requirements.

We are required to collect certain details of visitors to our Classes. We need to know visits names, telephone numbers, and where appropriate company name. This is in respect of our Health and Safety and Safeguarding Policies.

As an employer Devon Dance and Drama is required to hold data on its Teachers; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, photographic ID such as passport and driver's license, bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. This information is sent via a secure file transfer system to Capita for the processing of DBS checks. DBS Numbers and date of issue are also held on a central staffing record.

2. The right of access

At any point an individual can make a request relating to their data Devon Dance and Drama will need to provide a response (within 1 month). Devon Dance and Drama can

refuse a request, if we have a lawful obligation to retain data but we will inform the individual of the reasons for the rejection. If you feel your data is breached in any way you have the right to complain to the ICO (Information Commissioners Office)

3. The right to erasure

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However Devon Dance and Drama has a legal duty to keep children's and parents details for a reasonable time. Devon Dance and a Drama may retain these records for as long as you/your child is attending classes and for three months after they stop attending. If kept electronically, data is deleted from our database and paper records are archived until being shredded after the retention period.

4. The right to restrict processing

Parents, visitors and staff can object to Devon Dance and a Drama processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications.

5. The right to data portability

Devon Dance and a Drama requires data to be transferred from one IT system to another; such as from Devon Dance and a Drama to the Local Authority, for performance BOPA licences, and dance Associations (RAD/LAMDA) for examinations. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

6. The right to object

Parents, visitors and staff can object to their data being used for certain activities like marketing or research.

7. The right not to be subject to automated decision-making including profiling.

Automated decisions and profiling are used for marketing based organisations. Devon Dance and a Drama does not use personal data for such purposes.

Storage and use of personal information

All paper copies of children's and staff records are kept in a secure office at Devon Dance and a Drama, Alfington. Members of staff can have access to these files but information taken from the files about individual children is confidential and apart from archiving, these records remain on site at all times. These records will be kept for the duration that a child is a member of Devon Dance and a Drama and will be shredded after 3 months of non-attendance.

Information about individual children is used in certain documents, such as, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. Class registers are stored

electronically and are password protected. Pupil's data and contact details will be removed from registers once they no longer continue attendance.

Devon Dance and a Drama Collects personal data every year including; names and addresses of those on the waiting list. These records are shredded or deleted, if the child does not attend or added to the child's file and stored appropriately.

Devon Dance and a Drama stores personal data held visually in photographs or video clips or as sound recordings, written consent has been obtained via Devon Dance and a Drama's Registration Form. No names are stored with images in photo albums, displays, on the website or on Devon Dance and a Drama's social media sites.

Access to all Office computers is password protected. Any portable data storage used to store personal data, e.g. USB memory stick, are password protected and/or stored in a secure office.

GDPR means that Devon Dance and a Drama must;

- * Manage and process personal data properly
- * Protect the individual's rights to privacy
- * Provide an individual with access to all personal information held on them

This Policy was adapted in May 2018 (Review Date: 01/08/2019) Signed on behalf of Devon Dance and a Drama

_____ Louise Riley

If you have any questions about how your data is used, need to update it, delete it, or would like a copy of the data we hold on you, please contact Louise Riley directly.

Email: louise@devondanceanddrama.co.uk

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