EPSOM BALLET SCHOOL

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HEALTH & SAFETY POLICY

Epsom Ballet School takes seriously their responsibility to ensure the safety of their pupils. Parents should understand that dance is as active an engagement as any sport, and whilst every effort is made to avoid them, injuries can happen. The school accepts no responsibility for injuries sustained via any means other than a teacher's negligence.

A copy of students' emergency contact numbers will be kept on class registers. In line with the Data Protection Act 2018 (UK GDPR), this data will be held securely and used only for its intended emergency purpose. It is the parent's responsibility to notify the school of any changes to their emergency contact details.

In case of a fire emergency all teachers have a clear understanding of responsibilities and will follow the evacuation procedures of the relevant centre. Their primary aim will be to get the students out safely and therefore will not pause to allow the collection of belongings, except coats/shoes if necessary and where the immediacy of the danger allows.

Wherever possible, doors will be locked once students are in the building to prevent any undesirable person gaining entry. In an emergency, doors and windows will be secured and the teacher will call the emergency services. If this is not possible, the teacher will lead the students away from the danger to another part of the building where they can leave safely or secure themselves until help arrives.

The School will undertake regular assessment of risks regarding premises hired and any concerns will be raised with the providers. This includes risk of fire and security of the building.
We are committed to ensuring all employees/volunteers are competent to do their tasks and to care for the students adequately. All teachers undertake regular First Aid training.

Accidents

- To avoid accidents, chaperones and students will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds.

Children will be advised of the clothing and footwear appropriate to the work that will be undertaken.

- If a child/vulnerable adult is injured while in the care of Epsom Ballet School, a designated first-aider (usually the teacher) will administer first aid and the injury will be recorded. If it happens in a class not taken by the Principal, then the Principal will be informed by the teacher at the first opportunity.
- If a child joins a production or class with an obvious physical injury a record of this will be made. This record can be useful if a formal allegation is made later, and will also be a record that the child did not sustain the injury while participating in the production.

In case of an incident an Accident/Incident report must be made to the Principal and/or the premises manager.

If required the school will contact the emergency services first, then the parent/guardian of the student(s) involved by the telephone number on the class registers.

Pupils will be supervised during class time only and parents/carers must ensure the safety of their children outside of these times.

Students/parents or guardians should inform the teacher of any relevant health considerations or existing injuries before class.

Parents must be punctual in collecting children and in ensuring punctual arrival to class. When a parent is late collecting a child, the child will be kept in the building and, if possible, in the room with the teacher, but parents should be aware that teachers will not always be able to supervise students fully if they are not collected on time. Parents should also be aware that students who arrive late for class are missing out on warming up safely for class so the teacher has the right to refuse them entry if they deem it prudent.

Pupils should not wear any jewellery that may pose a risk to themselves or others (stud earrings, and jewellery worn for religious or cultural reasons are acceptable).
No food (or chewing gum) is allowed in the studio. Water is permitted in cap bottles.
Shoe elastics must be secure and neither too loose nor too tight.

Revised and updated: 23rd October 2026