



Jade Harrison School of Dance  
Incorporating New York Musical Theatre School

**JADE HARRISON  
SCHOOL OF DANCE  
INFORMATION**

**Contact:**

Jade Harrison  
Principal/Owner

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**Website:**

[www.Jadeharrisonschoolofdance.co.uk](http://www.Jadeharrisonschoolofdance.co.uk)

# Jade Harrison School of Dance

## Welcome Pack

Find us on



Dear Parent/Guardian

## **Welcome to the Jade Harrison School of Dance**

I would like to welcome you to the Jade Harrison School of Dance (“**the School**”) and you will find below the documents that you need to be aware of which complement our policies and procedures.

If you have any queries at all then please contact me by telephone on 07775 632024 or by e-mail at [jadeharrisdance@aol.com](mailto:jadeharrisdance@aol.com).

Kind regards.

Your sincerely

Jade Harrison  
**Principal**

Dear Parent/Guardian

### **Guide to the General Data Protection Regulations**

In accordance with the GDPR regulations (effective 25<sup>th</sup> May 2018), we are required to inform you of changes to the storage of your/your child's information.

When you join the School, you complete a registration form and we can assure you that this form and any forms where your personal information (including signature) is required is stored securely and not shared with any third parties.

Any CCTV in operation is solely for the security and safety of everyone in the building.

The School uses our own website and social media sites (i.e. Facebook) for promotional and advertising purposes only. No child will be directly named in any photographs.

If a student leaves, the paperwork is shredded (please refer to the Data Protection Policy).

We require a signature from you to say that you are happy for us to continue to store your information as stated above. Please remember to notify us of any changes of address or telephone numbers, as appropriate.

Thank you.

Jade Harrison  
**Principal**

## The General Data Protection Regulation Consent Form

The following section must be completed by a parent/guardian and returned to Jade at the School:

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I agree to the information given above and on application forms being stored in the office of the School, as set out above. I also acknowledge that I will be advised of any future changes to this Policy.

- Please tick (✓) this box to confirm that you have read and understood the above information
- Please tick (✓) this box to confirm that you agree to a record of your/your child's involvement with us (including personal data) being collected and securely stored by us electronically (including RADar) and in paper format for as long as is required but no longer than the date your child leaves the School
- Please tick (✓) this box to confirm that you are happy for us to share your/your child's information with any examination bodies, Councils, etc, when we need to apply to run an event/show or obtain a licence or awards

### GDPR requires that you will only be contacted in relation to matters where you have given your consent

- Please tick (✓) this box to confirm that, in accordance with GDPR, you consent to being contacted by us in relation to any issue/s relating to us

Your name: .....

Child's name: .....

Signed: .....

Dated: .....

## Responsibility for Students between Lessons

We are not responsible for your child between lessons or during breaks and we ask that you only leave your child unsupervised if you have made a full assessment of their capabilities.

We do, however, recommend that parents of children aged seven and under remain in the building to supervise them between lessons.

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**Please tick the box that is applicable:**

- I have read and understand the above and I have assessed and made the decision that my child (aged over seven years) may remain on site and unsupervised between lessons and during breaks.
- I have read and understand the above and I will stay on site and supervise my child between lessons and during breaks.

Your name: .....

Child's name: .....

Signed: .....

Dated: .....

## Responsibility for Students Leaving the Premises

Your child will not be allowed to leave the premises without you, unless they are 11 years of age (or over) and you have provided signed consent.

In all other circumstances, a parent or appropriate adult should sign them out when they leave the premises. This must be someone on the registration form detailed as a trusted contact or written on the sign in sheet at reception on the day of collection.

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**Please tick the box that is applicable:**

- I have read and understand the above and I have assessed and made the decision that my child (aged over 11 years) **may** leave the premises without a parent/guardian.
- I have read and understand the above and I have assessed and made the decision that my child (aged over 11 years) **may not** leave the premises without a parent/guardian.

Your name: .....

Child's name: .....

Signed: .....

Dated: .....

## Policies and Procedures

The table below lists our policies and procedures' documents and you should take time to read these (they will be sent as a separate document).

Document	Details
<b>Welcome Letter and Registration Form</b>	Explanation of how the School operates and the form that needs to be filled in to apply for a place for your child
<b>Child Protection Policy and Guidance</b>	Policy and process to meet safeguarding legislation, including The Children's Act 1989/2004
<b>Health and Safety Statements</b>	Applicable as per Health and Safety Regulations 1974
<b>Data Protection Policy</b>	Policy and process to meet data protection legislation, including The Data Protection Act 1998
<b>Data Protection Consent</b>	Policy and process to meet the new General Data Protection Regulations (effective 25 <sup>th</sup> May 2018)
<b>Fire Safety Policy</b>	Full procedure to comply with Fire Regulations 2005; usable in an emergency in the event of a fire or fire evacuation drill
<b>Safe Touch Policy</b>	To recognise and clarify that touch is needed in some classes (i.e. gym/dance) and the understanding of "safe touch"
<b>Complaints and Whistleblowing Policy</b>	Policy and process to meet legislation, including the Equality Act 2010
<b>Code of Conduct (Students)</b>	Standards interlinked to the above policies
<b>Code of Conduct (Parents/Guardians)</b>	Standards interlinked to the above policies
<b>Code of Conduct (Teachers/Staff)</b>	Standards interlinked to the above policies
<b>Responsibility for Students between Lessons</b>	Worded to ensure that parents/guardians undertake the appropriate capability assessment
<b>Responsibility for Students Leaving the Premises</b>	Consent form for parents/guardians confirming that they consent to the student leaving the premises unaccompanied
<b>Trip Letter (Staff Responsible)</b>	Consent and detail form for an organised trip arranged by you, where the staff are holding responsibility for the children
<b>Trip Letter (Adult Responsible)</b>	Consent and detail form for an organised trip arranged by you where parents/guardians are holding responsibility for the children

## Code of Conduct (Students)

We are fully committed to safeguarding and promoting the well-being of all students, members and staff associated with us. To ensure the effective running of our business and to protect all individuals connected with us, it is important that the following Code of Conduct is read, respected and adhered to at all times:

- Students must participate within the rules and respect all the teachers/staff and their decisions.
- Students must respect their fellow students.
- Students must arrive for classes on time or inform the teacher if they are going to be late.
- Students must not distract, bully or harass other students during the class.
- Students must not use bad language.
- Students must be polite and display good manners at all times.
- Students must treat all equipment with respect.
- Students must wear their uniform/appropriate clothing for classes.
- All body jewellery must be removed and long hair must be in a bun.
- Food, drink and chewing gum are strictly prohibited on the premises. However, students may bring in a sealed drinking bottle, but this must only contain water and have the student's name on).
- All litter must be placed in the bins provided.
- Please leave all valuables at home as we will not be held responsible for the loss of any items.
- Mobile phones and other electronic devices must be switched off during classes.
- Students must inform the teacher (before the warm up begins) if they have an injury or illness.
- Students must inform the teacher immediately if they begin to feel ill or sustain an injury during the class.
- Students must sign-in to the building when they arrive and remain in the building at the end of their classes until a parent/guardian signs them out, unless they are over the age of 11 and we have a signed consent for them to leave alone. If this is the case, the student needs to sign themselves out and inform a member of staff that they are leaving.
- Finally, we would love it if all students enter the class with a smile and have fun!!!



## Disciplinary Procedure

- Students that breach this Code of Conduct will first of all be reminded of the rules.
- Repeatedly breaching this Code of Conduct may result in separation from other students (i.e. the student will be made to sit out).
- Continuous breach of this Code of Conduct will result in the Principal and the parents being informed at the end of the class by the teacher.
- If there is no improvement, then parents will be contacted again by the teacher and they will be invited to discuss the future behaviour of their child and agree joint strategies for monitoring.
- In extreme cases, where physical violence, verbal abuse or intentional damage to property is involved, the sequence of actions outlined above will be by-passed and the teacher will contact the parents as a first step. Exclusion of the child from classes may be considered.

## Code of Conduct (Parents/Guardians)

We are fully committed to safeguarding and promoting the well-being of all students, members and staff associated with us. To ensure the effective running of our business and to protect all individuals connected with us, it is important that the following Code of Conduct is read, respected and adhered to at all times:

- Encourage your child to learn the rules and perform within them.
- Arrive with plenty of time to get your child ready for their class and ensure that they have been to the toilet before the session begins.
- Always inform the teacher if you are going to be late.
- Students must sign-in to the building when they arrive and remain in the building at the end of their class(es), until a parent/guardian signs them out (**unless** they are over the age of 11 and we have signed consent for them to leave alone – if this is the case, the student needs to sign themselves out and inform a member of staff that they are leaving).
- Always ensure that your child is dressed appropriately/wears the uniform (with hair in a bun) and make sure that they have something to drink.
- No parent/guardian will be allowed in to the hall/studio during classes.
- Discourage challenging and inappropriate conduct towards teachers and other students.
- Help your child to recognise good performance and progression.
- Be realistic with regard to their ability and do not set expectations too high - It can be very damaging for children if they feel they are falling short of their parents' expectations.
- Discourage comparisons against other students - each student is an individual with different goals and objectives and they must be praised on their own personal achievement.
- Never force your child to take part - children must participate in dancing for their own pleasure and enjoyment not their parents'.
- Set a good example within the student environment by recognising good sportsmanship and applauding good performances of all.
- Never punish or belittle a child for poor performance or making mistakes. It is through mistakes that performers learn and develop as a student.
- Use correct and proper language at all times.
- Encourage and guide your child to accept responsibility for their own performance and behaviour.
- Keep the teacher informed if your child is ill or unable to attend classes.
- Endeavour to establish good communications with teachers and staff for the benefit of all.
- Never challenge or threaten a teacher or member of the team. Any concerns must follow the approved channels, as outlined in the Complaints and Grievance Procedure.
- Do not raise issues of disagreement publicly.
- Always collect your child promptly at the end of a class.
- All fees must be paid on time, otherwise your child may risk losing their place in the class.
- Always support your child's involvement and help them to enjoy their sport.
- Please understand that a breach of this Code of Conduct may have repercussions and, in extreme cases, may result in your child/children losing their place/s.

## Code of Conduct (Teachers and Staff)

We are fully committed to safeguarding and promoting the well-being of all students, members and staff associated with us. To ensure the effective running of our business and to protect all individuals connected with us, it is important that the following Code of Conduct is read, respected and adhered to at all times:

- Always consider the well-being and safety of students before the development of performance.
- Develop an appropriate working relationship with students, based on mutual trust and respect.
- Never abuse your authority or power as a teacher.
- Always work within the boundaries of your qualification.
- You must ensure you have valid insurance cover and a valid DBS Certificate (previously CRB).
- Ensure all activities are appropriate to the age, ability and experience of the students.
- Treat every student as an individual and set realistic goals and targets that are obtainable; unrealistic goal setting can have damaging effects on a student.
- Always promote the positive aspects of the sport - dancing should be fun for all, so provide plenty of encouragement and create a positive and enjoyable experience for all.
- Never punish or demean a child for losing or making mistakes, it is through mistakes that performers learn and develop as students.
- Display consistently high standards of behaviour, language and appearance.
- You must never be under the influence of alcohol while students are in your care.
- The School will not condone the use of illegal substances.
- Follow all guidelines laid down by the School.
- Do not exert undue pressure on performers to obtain personal benefit or reward.
- Encourage participants to value their performances and progressions.
- Encourage students to accept responsibility for their own performance and behaviour.
- Mobile phones must not be used in the hall/gym, except in case of emergency (not for personal use).
- Jewellery must not be worn to classes.
- Food and drink must not be consumed on site; however, students may bring in a sealed drinking bottle, but it must only contain water and be clearly labelled with the student's name).
- Always report any incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the Safeguarding and Protecting Children Policy.
- Make sure that confidential information is not divulged, unless with the express approval of the individual concerned.
- Always remain upbeat and positive while teaching, do not sit down during lessons.

**Breaching the Code of Conduct will lead to disciplinary action and, in extreme cases, will result in loss of employment.**