

Policies Included in This Document:

- Changeroom Policy
- Class Attendance and Expectations Policy
- Child Safety and Wellbeing Policy
- Communication Policy
- Competition Policy
- Complaint Handling Policy
- Costumes and Dancewear Policy
- First Aid and Injury Policy
- Photographing and Filming Children Policy
- Physical Contact Policy
- Pick Up and Drop Off Policy
- Private Lesson Policy
- Privacy Policy
- Music and Choreography Policy
- Social Media Policy
- Toilet Policy

Changeroom Policy

The purpose of this policy is to outline how Curley Dance Studio operates changeroom facilities for events such as examination days, photo days, or the concert.

- **Junior and Middle School Students:** Students will be allocated to family changerrooms. This will include students and parents/guardians of both genders. We will provide private areas for changing through room dividers, bathrooms, and pop-up changerrooms.
- **Supervision:** We will avoid one-on-one unsupervised contact with students at all times in the changerroom (other than with their own child).
- **Choice of Changerroom:** We respect the right of students to nominate a changerroom that makes them feel safe and will support them as much as possible to facilitate requests within the operations of the day.
- **Middle and Senior School Students:** All students are required to wear dance-appropriate underwear and coverings, such as dance underwear or body stockings, to allow for quicker changes and gender-neutral family changerrooms.

- **Parent/Guardian Access:** Parents/guardians of both genders have the legal right to assist their child in the changerooms, but access will be subject to the studio's assistance roster.
- **Restricted Access:** Under no circumstances can students, staff, parents/guardians, or approved volunteers access changerooms unless directed by the studio owner or for logistical access to areas such as the theatre toilets or side stage. If access is required, care and courtesy must be shown to those using the changerooms.
- **Photography/Filming:** Strictly no photography or filming is permitted in the changeroom area while students are changing, to ensure the privacy and dignity of all students.
- **Senior School Students:** Where possible, senior students will be allocated gender-based changerooms.

Child Safety and Wellbeing Policy

Please refer to the individual document. This can be found on our website, in staff induction materials, information booklets, or upon request via email.

Class Attendance and Expectations Policy

The purpose of this policy is to ensure a standard of expected behavior at Curley Dance Studio from all individuals.

- **Class Attendance:** Students are expected to attend all of their enrolled classes on a weekly basis.
- **Absences:** If a student is unwell, they are required to stay at home. Absences should be formally notified to the studio via email at curleydancestudio@outlook.com.
- **Arrival Time:** Students should arrive at least ten minutes before class to allow for a safe warm-up. Students are asked to remain quiet to ensure respect for other classes in progress.
- **Mini Movers and Tiny Tots:** Parents/guardians are required to remain on-site for students if assistance with toileting is needed.
- **Parent/Guardian Viewing:** Parents/guardians with permitted viewing rights are asked not to talk or create noise during classes, as this can be a distraction. This may apply to students in their first weeks of class, but it will be at the discretion of the studio.
- **Participation:** Parents/guardians in these classes may be asked to participate if it benefits the student's learning.
- **On-Site Presence:** All other parents/guardians are welcome to speak with staff but are asked to leave the studio once class begins. This applies to both group and private lessons. Windows and doors will be kept open, where possible, to allow for occasional viewing and to ensure safety.
- **Food and Drinks:** Food and drinks, except water bottles, are not allowed on-site unless directed by the studio owner.

- **Respect and Kindness:** All individuals at the studio are expected to treat each other with respect and kindness, in line with the appropriate Code of Conduct.
- **Zero Tolerance for Bullying:** Curley Dance Studio has a zero-tolerance policy for bullying. Our priority is the safety and wellbeing of all students.
- **Studio Uniform:** Students are required to wear the studio uniform after three weeks of registration. Appropriate footwear must be worn at all times. Any additional items that are not part of the studio uniform will be asked to be removed privately before class.
- **Hair:** Hair should be secured neatly in a ballet or dance bun. If this is not possible, long hair should be kept off the face and securely tied back with appropriate accessories.

Communication Policy

The communication policy outlines how information is delivered at the studio.

- **Enquiries:** Please direct any enquiries relating to your individual child to curleydancestudio@outlook.com.
- **Important Information:** Newsletters, notices, and term fee invoices will be sent via email. Please ensure you provide a current email address. Hard copies of notices will be available from the studio upon request.
- **Social Media:** To support our communication, please join our closed Curley Dance Studio: Members group on Facebook, like the Curley Dance Studio public page, and follow us on Instagram @curleydancestudio.
- **Responsibility:** It is the responsibility of the parent/guardian to read all information provided by Curley Dance Studio.
- **Private Messaging:** Communication via private messaging should be limited between staff/teachers and parents/guardians. All private messaging must be formally communicated to the studio owner. Private messaging between students and staff/teachers is not permitted.

Competition Policy

The purpose of this policy is to outline how competitions operate at the studio, particularly regarding student selection and fostering a healthy competition culture. At Curley Dance Studio, we encourage students to partake in competitions for personal growth. Winning is an experience, but our focus is on dance development, learning, and fostering a supportive environment.

- **Invitation Only:** Competitions are by invite only. At the end of each year, the studio owner will invite select students to join the competition program for the following year. Selection will be based on attributes such as regular attendance, commitment, behavior in class, potential, and maturity.
- **Participation Confirmation:** Parents/Guardians will be asked to confirm their student's participation in all competition events prior to booking.

- **Communication:** Updates regarding competitions will be communicated via a specialised Facebook group.
- **Payments:** Fees for each competition will be added to the student's term invoice.
- **Collaboration:** Routines and competition plans are developed in consultation with the studio owner, teacher, student, and parent/guardian.
- **Account Status:** Students must have up-to-date accounts to participate in competitions and related lessons. No competition entry will be made for students with unpaid accounts.
- **Environment:** Competitions should remain a learning opportunity and not a competitive environment that fosters negative behavior. Each student's journey is valued, and we maintain a safe space for growth.
- **Conduct:** Parents/guardians, staff, and students must foster a positive and supportive environment during competitions, setting an example for the wider dance community.
- **Costume Approval:** All competition costumes must be approved by the studio owner before use in competitions.
- **External Competitions:** Students are not permitted to enter competitions outside those selected by the studio without prior formal approval from the studio owner.
- **Public Recognition:** Students participating in competitions may have their first name published in communication platforms such as social media.

Complaint Handling Policy

This policy aligns with the National Child Safe Standards and ensures that children feel empowered to speak up about safety concerns and the broader dance experience.

Complaint Definition: A complaint is any expression of dissatisfaction about the services or conduct of the organisation, its staff, volunteers, or other individuals, including concerns regarding the safety or wellbeing of children.

Who can make complaints?

- Parents/guardians
- Children
- Staff members/volunteers
- Others in the community

Possible Complaints Include:

- Breaches of the Code of Conduct
- Allegations of abuse or misconduct by a staff member, volunteer, or another individual

Curley Dance Studio: 2025 Policies & Procedures

- Disclosures of abuse or harm made by a child
- The conduct of a child at the studio
- Inadequate handling of prior concerns
- Concerns about the safety of a group of children or activities

How to report a complaint:

- Face-to-face
- Email: curleydancestudio@outlook.com
- Letter
- Meeting

Who to report to:

- Child Safety Officer: Samantha Coughlan
- Curley Dance Studio staff
- Curley Dance Studio teacher

Complaint Handling Process:

1. **Receive the Complaint:** The complaint will be acknowledged immediately.
2. **Assess the Complaint:** Depending on the nature and seriousness, urgent actions (e.g., medical assistance or police involvement) may be required.
3. **Record the Complaint:** The complaint will be documented using the Complaint Record Form.
4. **Address Immediate Risks:** Immediate safety concerns will be prioritised.
5. **Planning and Involvement:** The student or young person involved will be included in the planning and response.
6. **Resolution:** The studio will work to resolve the complaint.
7. **Investigation:** A thorough investigation will be conducted if necessary.
8. **Regular Updates:** The complainant will be updated throughout the process.
9. **Final Outcome:** The final resolution will be communicated.
10. **Close the Complaint:** The complaint will be closed and the outcome recorded.

For further details, please refer to the **Complaint Handling Guide: Upholding the Rights of Children and Young People**.

- **Record Keeping:** Complaints will be documented, including emails, record forms, incident reports, and any referrals to authorities. Curley Dance Studio will maintain privacy and anonymity where legally possible.
 - **Possible Outcomes:** These may include acknowledgment, apology, explanation, action, policy improvement, management action, child protection measures, disciplinary action, criminal action, and counseling.
-

Costumes and Dancewear Policy

This policy ensures that students are always dressed safely, comfortably, and respectfully.

- **Studio Uniform:** All students must wear the studio uniform within three weeks of enrollment. The uniform is age-appropriate and designed for safe dance practice.
- **Footwear:** Correct footwear must be worn at all times. Only dance shoes are permitted in the studio.
- **Costumes:** Costumes must be purchased through the studio as per the terms and conditions.
- **Coverage:** Costumes must cover private parts of the body at all times. Stockings should be worn when practical for added coverage.
- **Support Clothing:** Supportive undergarments, such as bras, dance underwear, and body stockings, are encouraged for young people.
- **Fabric Standards:** See-through fabrics are not used, and skin-colored fabrics (e.g., for V-neck costumes) are preferred.
- **Appropriate Styles:** No fabrics, styles, or accessories should project adult sexuality.
- **Feedback:** Students are encouraged to wear their costumes for feedback, and changes will be made if required.

First Aid Policy and Injury Policy

At Curley Dance Studio, the health and safety of all students is our top priority. If a student is injured, the following steps will be taken:

1. **Injury Reporting and Management:**
 - All injuries, no matter how minor, must be reported to a staff member immediately.
 - A trained first aider will assess the injury, and first aid will be administered as required.
 - In case of a serious injury, an ambulance will be called, and the student's parents/guardians will be notified immediately.
 - A detailed injury report will be completed for each incident, including the nature of the injury, first aid administered, and any follow-up actions.

2. Minor Injuries:

- For minor cuts, bruises, or sprains, students will be treated with basic first aid supplies, such as antiseptic wipes, bandages, or ice packs.
- The student will be monitored to ensure their condition does not worsen.

3. First Aid Supplies:

- The studio is equipped with a comprehensive first aid kit that is regularly stocked and checked.
- The first aid kit is accessible to all staff members at all times.

4. Emergency Procedures:

- In the event of a serious injury, we will follow the emergency protocols established in our risk management plan, which includes immediate contact with emergency services and the student's parents.

Photographing and Filming Children Policy

Curley Dance Studio values the privacy and safety of our students. Photography or filming of students will only occur under the following conditions:

1. Consent:

- Parents/guardians will be required to sign a consent form prior to any filming or photographing of their child.
- Consent will specify the types of media (photos/videos) being captured, where they may be used (e.g., social media, website, promotional materials), and how long they will be stored.

2. Storage and Duration:

- Any photographs or videos taken will be securely stored and will not be used beyond the intended purpose.
- Consent forms will also include a clear timeline for how long the media will be retained. Once this time period has passed, all photographs/videos will be deleted or destroyed.

3. External Media:

- Any external media, such as news outlets or photographers, wishing to capture images or videos of students must obtain written consent from the parents/guardians of all involved students.

4. Monitoring Use:

- Only authorised studio staff will be responsible for taking, storing, and using media.

- Parents may request to review photos or videos involving their child at any time.
-

Physical Contact Policy

To ensure a safe and respectful environment for all students, any physical contact by staff is strictly limited to situations where it is necessary for instructional purposes and with the full consent of the student.

1. Purpose of Physical Contact:

- Physical contact may be used for corrective techniques, to demonstrate movement, or to ensure student safety during activities.
- Staff will use verbal cues as much as possible and only engage in physical contact when absolutely necessary.

2. Consent:

- Students will always be asked for their consent before any physical contact occurs.
- Students are encouraged to express discomfort or hesitation regarding physical contact at any time during class, regardless of the situation.

3. Training and Boundaries:

- All staff members are trained in safe, appropriate methods of physical contact, and are informed of the studio's boundaries for physical interaction.
 - Physical contact will never be used for disciplinary purposes or in any manner that may cause discomfort or harm.
-

Pick-Up and Drop-Off Policy

For the safety of all students, the following procedures must be followed for pick-up and drop-off:

1. Drop-Off:

- Students must be dropped off at the designated entry points of the studio. Parents/guardians must ensure that the child is safely handed over to a staff member if arriving during class time.

2. Pick-Up:

- Parents/guardians must inform the studio in advance if someone other than the usual guardian will be picking up the child.
- Students will only be released to authorised persons as indicated on the student's registration form. Identification may be required for verification.

- If a student is not picked up within 10 minutes of class ending, the studio staff will attempt to contact the parents or guardians.

3. Late Pick-Up:

- If a student is picked up late, a late fee may be applied as per the studio's policy.
 - Repeated late pick-ups may result in a review of the student's enrollment.
-

Privacy Policy

Curley Dance Studio is committed to safeguarding the privacy and confidentiality of all students and their families. We collect, store, and use personal information solely for administrative purposes and to ensure effective communication with parents/guardians.

1. Collection of Information:

- We collect only the necessary personal information required for registration and communication purposes, including medical details, emergency contact information, and consent forms.

2. Use of Information:

- Personal information is used exclusively for the purpose it was provided and will not be shared with third parties without explicit consent, except where required by law or for the safety of the student.

3. Data Storage and Access:

- All personal information will be securely stored and accessible only to authorised staff members.
 - Families have the right to request access to their personal information held by the studio at any time.
-

Social Media and Communication Policy

Curley Dance Studio recognises the importance of social media for communication and community building but encourages safe and respectful use of these platforms.

1. Official Studio Accounts:

- All official communications from the studio will be made via the studio's official social media accounts and website.
- Students and parents should follow the studio's guidelines for appropriate conduct when engaging with these accounts.

2. Sharing of Content:

- Parents and guardians are encouraged to share positive experiences and events on social media, tagging the studio's accounts. However, any photos or videos of students should not be shared without the prior consent of the student's parent or guardian.

3. Respectful Communication:

- Any negative comments or complaints about the studio should be addressed directly with the studio's management or administration, rather than via public social media platforms.

Updated: 01.01.2025

Name: Samantha Coughlan