

Superstars' Health and Safety Policy

1. All members (adult students) or parents/carers (under 16s) must complete a Registration Form when joining with clear information regarding emergency contacts and any relevant medical history. It is the member's/parent's responsibility to notify the organisation of any changes to their emergency contact details
2. A copy of essential medical information and emergency contact numbers will be kept on class registers.
3. Students or parents/carers should inform the teacher of any special health considerations or existing injuries before participating in class
4. A qualified First Aider will be present for all classes, rehearsals and events.
First Aiders: Jayne Stephens, Amy Bennett, Sue Stephens
5. It is Superstars' responsibility to keep a fully equipped First Aid Kit within the building.
6. In case of a medical incident an Accident Report must be completed and shown to and signed by a parent/carer on collection.
7. Members/parents/carers understand that dance is an active sport and injuries can happen. The organisation accepts no responsibility for injuries sustained via any means other than a teacher's negligence.
8. If required, the organisation will contact the emergency services first, then the parent/carer of the student(s) involved by the telephone number on the class registers.
9. In case of a fire emergency all staff have a clear understanding of procedures to follow.
10. Superstars will undertake regular assessment of risks regarding our premises and any concerns will be raised with the owners.
11. Members and class assistants should never move set or equipment without prior instruction from a senior staff member.
12. Children are not permitted to use any kitchen appliances or technical equipment. Adults may only use appliances or technical equipment following instruction from a senior staff member.
13. Child members will be supervised during class/rehearsal time only and parents/carers must ensure the safety of their children in the car park.
14. No child will be allowed to leave the premises with anyone other than a parent/carer unless confirmed with teacher prior to class.
15. We hold no responsibility for children and young adults using the grounds around the building.
16. Dress code must be observed at all times, especially footwear for safe dance practice.
17. Shoes must be worn when using the toilet facilities.
18. Pupils should not wear any loose jewellery or accessories that may pose a risk to themselves or others.
19. Food (or chewing gum) is only permitted during designated breaks and never during a class or rehearsal activity.
20. Every active class/rehearsal will begin with a suitable warm up to prepare the body and reduce risk of injury.

This policy was created on 1st July 2018.

Last reviewed: 19th March 2025