

Flex Dance Inc Terms and Conditions and Safe Guarding and Protecting Children Policy (First Edition)

1. Statement of commitment

- 1.1 Flex Dance Inc, in line with current safeguarding/child protection legislation and guidance in England, Northern Ireland, Scotland, and Wales, recognises that it has a duty of care in creating a safe environment for children and young people and by working with appropriate external agencies, in ensuring that they are safeguarded and protected from harm.
- 1.2 On Registration at Flex Dance Inc Classes you will complete a registration form that will inform all Colleagues of any medical conditions or special requirements that you feel the instructors need to be aware of. You will notify a member of staff as soon as possible with any changes that need to be made to your child's form.
- 1.3 On registering your child/children at Flex Dance Inc Classes you will be required to pay on a weekly basis for each class that they attend and also for any classes that are missed without any notification to a company director. If payment requirements are going to change you will be given 21 days notice.
- 1.4 On registering your child with Flex Dance Inc you must adhere to our company's copyright policy with regard to merchandise, media coverage and confidentiality.

2. Scope

2.1 These terms and conditions apply to all students and employees, that partake in any workshop or class delivered by Flex Dance Inc, with particular reference to the following areas of activity:

- Instructor and Student one to one activity.
- Correction During a technique class.
- Directions given to students during class time.
- Any injury or incident that may occur.
- Flex Dance Copyright policy

3. Principles

- 3.1 This policy applies to all children and young people with whom Flex Dance Inc has contact.
- 3.2 The safeguarding/protection of children and young people is accorded utmost priority and is the shared responsibility of all employees and directors of Flex Dance Inc.
- 3.3 Children and young people should be free to work, learn and develop their potential, without fear of violence, abuse or exploitation. Within the Flex Dance Inc

environment children and young people, irrespective of their age, gender, disability, racial origin, religion, religious belief and sexual orientation, will be valued and their rights to protection and safety fully respected.

3.4 The directors of Flex Dance Inc will take all reasonable steps to establish that those whose work involves contact with children and young people do not present an unacceptable risk to the wellbeing of the children and young people concerned.

3.5 All suspicions and allegations of abuse or inappropriate behaviour will be taken seriously by the directors of Flex Dance Inc and responded to appropriately.

3.6 Flex Dance Inc's duty of care will be reflected in its disciplinary procedures for students and staff.

3.7 The Policy will be kept up to date and periodically reviewed to ensure that any changes in legislation or guidance across the four national jurisdictions of the UK and in Ireland are taken into account.

3.8 All Employees of Flex Dance Inc will be required routinely to undertake an enhanced CRB/Disclosure check.

3.9 All Flex Dance Inc employees will undertake training appropriate to their roles.

4. Copyright

4.1 All Flex Dance Inc work is copyright 2011 and may not be adapted or adjusted in any way without permission from a company director.

4.2 Use of the Flex Dance logo is not to be used in any way without seeking permission from a company director.

4.3 Any Flex Dance Inc client or instructor may not manufacture, create or edit any Flex Dance Inc merchandise without permission from a company director as our merchandise is designed to advertise and promote our company in a professional manner that has been agreed by the board of directors.

4.4 Flex Dance Inc clients and students must be given permission to represent our company at any event or through any media coverage.

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