

NOTE: Please read all the details carefully below, if you can print and fill in page 2 please do and fill out before coming to the studio. If you don't have access to a printer we can supply these when you arrive.



Jamie-Lee Dance Company
Enrolment form

CONTACT DETAILS

This form must be filled out by a the parent/guardian of the child attending the session.

Full Name: _____

Address: _____

Postcode: _____

DOB: ____/____/____ Age: _____ Email: _____

Emergency contact details (first contact must be a parent/guardian)

Contact Name: _____ Contact Name: _____

Relationship: _____ Relationship: _____

Contact Address: _____ Contact Address: _____

Contact Postcode: _____ Contact Postcode: _____

Contact Mobile: _____ Contact Mobile: _____

Contact Email: _____ Contact Email: _____

This will be the email addresses used for all correspondence if student is under the age of 18 years of age.

Doctor and medical details:

Surgery Name: _____ Doctors Name: _____

Surgery Address: _____

Surgery Postcode: _____ Surgery Phone: _____

Medical History: _____

Allergies: _____

Pre-Existing Injuries: _____

Safety is the main objective, but any activity involving motion has a chance of accidental injury. I, the undersigned parent or legal guardian of the pupil listed above, do hereby give permission for the aforementioned persons to participate in any and all classes, programs, shows and events offered by or attended by Jamie-lee Dance Company and accept all risks associated.

Jamie-Lee Dance Company will use appropriate technical and organisational measures to keep your personal data secure. By law, we must use procedures to secure personal information through the period that we hold or control it, from obtaining to destroying the information.

By signing I agree that all personal information above is correct, I they have read, understood and accept Jamie-Lee Dance Company and my responsibilities within the Parent Code of Conduct, Social Media, Health and Safety, Child Protection and GDPR policies.

Signature: _____ Date: _____

PARENT CODE OF CONDUCT

Please read through the following parental obligations and expectations:

- I will ensure my child adheres to Jamie-Lee Dance Company exceptions and accept full responsibility should they do so.
- I will take an active interest in my child's participation and progression.
- I will never place undue pressure on my child or other pupils to perform, participate or compete
- I will assume responsibility for safe transportation and attendance to and from training, performances and competitions.
- I will ensure that my child does not bring any unnecessary valuables to training, performances or competitions, and agree that it is my sole responsibility to safeguard my personal property while attending or participating in any classes, rehearsals, workshops, or performances. I also agree to abide by any rules, regulations and policies set forth by Jamie-Lee Dance Company.
- I am expected to keep emergency contact details and any medical changes up to date with the school and assume responsibility if I fail to do so.
- I will ensure my child's sessions fees, performance or competition fees are paid in full and on time and accept that if this is not adhered to that my child may not be able to participate in the session, performance or competition.
- I will respect the rights, dignify and worth of every student, coach and other involved and treat everyone equally.
- I will not disrespect any team member, coach, parent or student or any other school for for any reason at any time. This included face-to-face, telephone, text, email and social networking sites.
- I understand that If I disrupt a class, I will be asked to leave the studio.
- I understand that any and all negative behaviour towards teachers, volunteers or team members will result in my child's instant dismissal from the school.
- I accept and adhere to the code of conduct, child expectations ad operations plan and understand that breach of any of these will result in intact dismissal from the school.
- I understand that recording or taking pictures of any other students is **STRICTLY FORBIDDEN**.

SOCIAL MEDIA POLICY

- Dance company choreography must be kept of social media unless permission is given.
- If your child practices our choreography or any tumbling at home you must send to us first for permission to post.
- Yourself and your child must exercise appropriate discretion when using social media with the knowledge that your behaviour may be used as a model by others.
- Avoid association with facebook groups, twitter feeds or instagram pages with explicit content or viewpoint that might offend or compromise yourself
- What you post on social media is a reflection of you, Vulgar, obscene or discriminative post will not be tolerated.
- You should never post your email, address, telephone number or other personal information on social media as it could lead to unwanted attention.
- Take care to avoid misunderstanding. Before posting comments, think about whether, even if innocently meant, they could be misconstrued in a way that can be damaging for us or for you. Steer away from commenting on sensitive topics relating to us. Such comment might damage our reputation even if you make it clear the view you express are personal.
- Respecting privacy and confidentiality. All of us have information that we prefer to keep private. Do not post anything related to the dance school, staff or other pupils without their written permission.
- You may not use our logos, brand names, slogans or other trademarks, or post any of our confidential information without prior written permission.
- Please only share official footage or photos posted by Jamie-Lee Dance Company to protect other students who's parents may have signed not to allow their child on social media.

Jamie-Lee
Dance Company

Health and Safety Policy

At Jamie-Lee Dance Company we take seriously the responsibility to ensure and maintain the health, safety and welfare of our pupils and staff. All parents/guardians must complete a registration form when joining the school with clear information regarding next of kin, emergency contact details and any relevant medical history.

How we achieve this:

- A copy of emergency contact numbers will be kept at safe and secure when at the studio and will be brought back with me when coming home.
- Employment of staff will only be made with evidence of appropriate qualification.
- All staff must have completed an Emergency First Aid course and have regular updates.
- All staff will hold a Enhanced Criminal Record check.
- All staff must hold a safeguarding certificate.
- Pupils will be supervised during class time only and parents/guardians must ensure the safety of their children in the waiting, changing and toilet areas.
- Ensure that all equipment used is safe and matts and secure.
- Regular assessment risks will be carried out for all hired venues.
- Fire assembly points will be made clear upon arrival.
- A fully equipped First Aid Box will be kept up to date. In case of an incident – an Accident / Incident report will be made and a copy given to the parent / guardian. Cold packs are available for use together with other first aid equipment.
- All children are advised to stay inside the premised until collected by their parent/guardian
- We will always ensure children have been collected before leaving at the end of each session.

Accidents and Emergencies

- A first aider will be present at all times during classes.
- Medication is kept in a safe and secure place and is witnessed by another staff member or responsible adult.
- First aid boxes and cold packs are re-stocked regularly and are accessible for all staff.
- Consent forms and signed by a parents/guardian.
- Incident report book will be made and copy given to the parent/guardian in a result to any accident.
- If a pupil requires more that first aid a staff member with contact emergency services and and if needed accompany them to hospital until a family member is contacted.

Staff Responsibilities

- Complete an Emergency First Aid course and have regular updates.
- Hold a update your Enhanced Criminal Record check.
- Notify the Principal straight away of any injury or potential hazards
- Hold a current in date safeguarding certificate.

Child Protection Policy

The safety of children is paramount. All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately. All staff and volunteers at the school have a responsibility to report concerns.

PURPOSE AND FUNCTION OF ORGANISATION

To provide dance classes and training to children and young adults.

THE SCHOOL ENVIRONMENT

School staff and volunteers will use their best endeavours in co-operation with parents and other responsible adults, to ensure a safe and secure environment at all times.

THOSE TO WHOM THE POLICY APPLIES

The policy applies to children under the age of 18 years.

SCHOOL PERSONNEL

Staff will have Enhanced Criminal Record Disclosures and First Aid Training.

PREPARATION FOR ATTENDANCE AT THE SCHOOL

A copy of this policy will be displayed on the notice boards at the premises. It will also be able to be downloaded from www.jamieleedancecompany.co.uk. From 27th July 2020, Parents will be required to sign a clause on their Registration Form confirming they have read, understood and accept their responsibility within the policy. Parents, guardians/carers must ensure that young people under the age of 18 are accompanied and supervised at all times when not in dance class or rehearsal.

CHANGING AREA AND WAITING AREA

Parents/guardians/carers should be mindful of their responsibilities as changing rooms, toilets and waiting areas are unsupervised. Due to the Covid-19 pandemic changing and waiting area will be closed.

PHOTOGRAPHS, VIDEO RECORDINGS AND PRESS PHOTOGRAPHY

Photographs or video recordings will be taken by school staff or appointed professionals for use in archive or in material used in promotion of the school. Children who's parent/guardian objects against this will not be involved or will be blurred out of any images or videos taken. Jamie-Lee Dance Company will only record on one device which is not used for personal use.

LEGISLATION AND GUIDANCE THAT SUPPORTS THIS POLICY:

The Children Act 1989: The Police Act 1997: The Protection of Children Act 1999: The Criminal Justice and Court Services Act 2000: Children's Act 2004.

General Data Protection Policy

GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018.

GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals data is not processed without their knowledge and are only processed with their 'explicit' consent. We take your privacy seriously and will only use your personal information to provide the services you have requested from us and to send you information about the Dance School services you may be interested in. We will never sell, share or use your personal information other than as described here.

This policy sets out how we will use and share the information that you give us. This policy describes your relationship with Jamie-Lee Dance Company . The General Data Protection Regulation (GDPR) describes how organisations must collect, handle, process and store personal information.

These rules apply regardless of whether data is stored electronically, on paper or on other materials. To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully. GDPR is underpinned by eight important principals. These say that personal data must:

- Be processed fairly and lawfully
- Be obtained only for specific, lawful purposes
- Be adequate, relevant and not excessive
- Be accurate and kept up to date
- Not be held for any longer than is necessary
- Processed in accordance with the rights of the data subjects
- Be protected in appropriate ways
- Not be transferred outside the European Economic Area, unless that country or territory also ensures an adequate level of protection

We take these responsibilities seriously, this document describes our approach to data protection. This policy helps to protect us from data security risks, including:

- Commercial, financial, and reputational damage caused by a data breach.
- Failing to offer choice. For instance, all individuals should be free to choose how the company uses data relating to them.
- Reputational damage. For instance, the company could suffer if hackers successfully gained access to sensitive data.
- Any other loss or damage as a result of data protection breaches, process failures or other issues.
- To protect the interests of our clients - to protect their privacy at all times and to respect their data protection rights.

Jamie-Lee Dance Company is registered in the UK and is registered with the Information Commissioner's Office.. The data controller is: Jamie-Lee Johnson. You can contact us in any of the following ways:

Email: jamie-leejohnson@hotmail.co.uk
 Phone: 07735547547
 Website: www.jamieleedancecompany.co.uk

Who this policy applies to.

Processing of your data is required in order to provide our services to you and to send you information you have requested or we think you will be interested in. This policy applies to individuals who have shared their data with Jamie-Lee Dance Company as either a potential client, employee, supplier or in any other capacity.

It applies to all data that the company holds relating to identifiable individuals. This can include:

- Names of Individuals

- Postal addresses
- Email Addresses
- Telephone numbers
- Personal information
- Sensitive information such as medical history, injuries, medication, biometrics and other relevant information

How to change your preferences.

In accordance with your preferences, we may also use your personal information to provide you with information about services, promotions and offers that may be of interest to you. This document explains how you can change whether to receive this information. Please note that, even if you choose not to receive this information, we may still use your personal information to provide you with important services communications, including communications in relation to any purchases you make or services you use.

We operate in line with EU GDPR (May 2018) data protection guidelines. We respect your rights and will respond to any request for access to personal information and requests to delete, rectify, transfer, data and to stop processing. We will also advise you on how to complain to the relevant authorities, namely the Information Commissioner's Office. Any requests or objections should be made in writing to the Data Controller or you can visit our website, call, or email us to contact us to change your preferences at anytime.

Opting out at a later date.

Where you give your consent for us to process your data, for example when you agree to us sending you marketing information or where you agree to us processing financial data, you can contact us to amend or withdraw your consent at anytime. You can also choose to object to processing and request deletion of your data. We respect all user rights as defined in GDPR. If you have any comments or wish to complain please contact us.

Our obligations

In relation to the information that you provide to us, we are legally responsible for how that information is handled. We will comply with the GDPR (2018) in the way we use and share your personal data.

Under certain circumstances, you have rights under the data protection laws in relation to your personal data. These include the right to:

- Request access to your personal data.
- Request correction of your personal data.
- Request erasure of your personal data.
- Object to the processing of your personal data.
- Request restriction of processing your personal data.
- Request transfer of your personal data.
- Right to withdraw consent.

We may need to request specific information from you to help us confirm your identity and ensure your right to access your personal data (or to exercise any of your other rights). This is a security measure to ensure that personal data is not disclosed to any person who has no right to receive it. We may also contact you to ask you for further information in relation to your request to speed up our response.

We try to respond to all legitimate requests within one month. Occasionally it may take us longer than a month if your request is particularly complex or you have made a number of requests. In this case, we will notify you and keep you updated.

This Policy was implemented by Jamie-Lee Dance Company in May 2020
Signed on behalf of Jamie-Lee Dance Company: Miss Jamie-Lee Johnson
Policy review date: May 2021

