

TERMS & CONDITIONS

FOR TUITION ON OR AFTER 1ST JANUARY 2022



This is an agreement between All Stars Performing Arts and Kathryn Edkins in relation to the child / children in their care and their participation within the education & training programme delivered by All Stars Performing Arts.

Regular Tuition

In the event of cancelling classes due to illness or unavailability for any reason, no refunds will be made.

All Stars Performing Arts reserves the right to deliver class content via a virtual method in the event that classes are not able to be conducted in person for any reason including, but not limited to: weather, teacher absence, or governmental advisory.

Private Tuition

Any private tuition will be charged in advance of the lesson taking place.

In the event of cancellation for private tuition, a minimum of 24 hours notice must be given by the student or parent/guardian otherwise the lesson will be forfeited.

It is the responsibility of the parent/guardian to make note of any private tuition that has been booked.

Payment

Regular Tuition is charged half termly in advance based on the academy being open during term time. Class costs are as follows £6.00 per 40 minute class, £5.50 per 30 minute class.

Regular Tuition is charged via class manage a week before the half term. Private Tuition is paid in advance, depending on the type of tuition being provided however All Stars Performing Arts team will be able to advise you how to make the appropriate payment.

All unpaid invoices which are not cleared within a 7 day period of the issue date will incur a late payment charge of 10%.

If payments are not received within 28 days of your invoice due date then we reserve the right to refuse further lessons until any outstanding payments are made. If payments remain unpaid after a period of 60 days, we reserve the right to commence a formal debt recovery process.

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Tuition will be payable for the entire half term. Cancellation must be given two weeks before the previous term should your child/children wish not to continue. If cancellation is not received via email before you receive your invoice we reserve the right to receive the payment.

We are unable to provide refunds or credits for any classes, lessons, workshops, or performances that are moved to a virtual platform, or are unable to proceed due to governmental orders, natural disasters, or pandemic.

Conduct

All Stars Performing Arts reserves the right to judge behaviour and respond accordingly.

Please be aware that due to the nature of dance and for your child's growth, development and safety it will be necessary at times to engage in physical contact with your child. This will always be done in an appropriate manner and with your son or daughter's best interests in mind.

All Stars Performing Arts is committed to the health, safety, and the welfare of each of its members and staff and we will not tolerate unreasonable, threatening, obscene, harassing, discriminatory, indecent, or illegal behaviour.

You are expected to act in a courteous manner to our team and fellow members always and any forms of bullying will not be tolerated. You should be friendly, respectful and helpful to each other.

You must notify us of any amendments to personal details including contact details as this is vitally important for correspondence or in case of emergencies. Social media activities are closely monitored by members of the Leadership Team and any material found that could be seen to damage the reputation of All Stars Performing Arts will be dealt with seriously.

Miscellaneous

You give permission to All Stars Performing Arts to administer first aid and seek medical treatment for the member. You understand that in an emergency, parents/guardians will be contacted after the emergency services and you support the All Stars Performing Arts Team in acting in their best professional judgement in such situations.

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You will notify All Stars Performing Arts in writing to declare any physical/mental problems, restrictions, or conditions that a member is experiencing.

You understand that classes may include a range of teaching methods & subject related activities. You agree that you are paying for the complete All Stars Performing Arts educational experience, not for a specific teacher and therefore in certain circumstances eg staff sickness, holiday etc. you understand that your child may be taught by another member of the team who has got the appropriate experience and received the All Stars Performing Arts standard training.

Uniform

Uniform and presentation must be upheld at all times, unless you are a new member in which we ask that this is purchased after your first half term.

We are not responsible for personal property and any unclaimed lost property is held for 28 days prior to being donated to charity.

Termination

This Agreement will only be deemed to be terminated when all outstanding payments have been paid.

We are committed to providing all members with a positive experience. However if you breach these Terms, fail to pay the tuition by the due date, cause disturbance, act in a manner that is detrimental to other Participants, Team Members or for any other reason in our sole discretion, you agree that we may limit, suspend, or terminate your right to participate with All Stars Performing Arts and our Services and are not obligated to provide all or any part of a refund of any fees.

This Agreement contains the entire agreement between the parties and supersedes any prior written or verbal agreements between the parties concerning the subject

SAFEGUARDING

FOR TUITION ON OR AFTER 1ST JANUARY 2022



All stars is fully committed to safeguarding the welfare of all children and young people up to the age of 18.

We recognise our responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation and our legal duty to act appropriately to any allegations, reports or suspicions of abuse under the Children and Young Persons Act 1963, the Children (Performances and Activities) (England) Regulations 2014, the Children Act 1989 and 2004 and Working Together to Safeguard Children 2018.

All staff and volunteers will work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults. We believe all children, whatever their age, gender, sexuality, race, disability, educational attainment or economic circumstance have the right to protection from abuse. We recognise some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues.

This policy applies to our paid staff, guest teachers, volunteers, dancers or anyone working on behalf of All stars. All staff and volunteers have strict obligation to never subject a child or young person to harm or abuse. If this is not followed, any allegations or suspicions of abuse will be taken very seriously and treated as gross misconduct. Our policy can be viewed by parents of children who attend All stars and there will always be a copy kept on site.

The purpose of this policy:

To protect children and young people who dance at All stars including in regular classes, performances, workshops or any other activities linked to the dance school.

To provide parents, staff and volunteers guidance for our approach to child protection and what they should do if they suspect a child or young person may be experiencing, or is at risk of, harm.

SAFEGUARDING

FOR TUITION AFTER JANUARY 2022

Designated Safeguarding Lead:

All Stars has a designated Safeguarding lead (DSL) who is in charge of ensuring that the child protection policy is adhered to. They will also track and record any safeguarding concerns and ensure that any concerns are shared with correct authorities.

The DSL is Kathryn Edkins and she can be contacted on: 07815836318 or k.edkins@hotmail.co.uk

All stars Safeguarding and Child Protection Policy

All teachers and volunteers at all stars will read and have access to this policy. They must also understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation and be able to confirm how they will safeguard the children in their care. This includes how to report concerns that arise about a child or young person, or a worker's conduct towards a child or young person to the DSL or appropriate authorities.

SAFEGUARDING & CHILD PROTECTION

FOR TUITION AFTER JANUARY 2022

All teachers and volunteers at all stars will read and have access to this policy. They must also understand their legal and moral responsibility to protect children and young people from harm, abuse and exploitation and be able to confirm how they will safeguard the children in their care. This includes how to report concerns that arise about a child or young person, or a worker's conduct towards a child or young person to the DSL or appropriate authorities.

Our duties and responsibilities:

- It is our requirement that all staff (teachers & volunteers over 16) have a clear and up-to-date enhanced DBS check and that they have up-to-date safeguarding training.
- Our teachers and volunteers have a duty to report anything concerning that has happened in class or any other concerns to the DSL at the next available opportunity. This must also be confirmed in writing as soon as possible if the initial conversation is verbal.
- Our teachers must take practical steps to keep our children safe from harm and abuse, including no disclosing of sensitive/personal information, keeping children safe from hazards in class and responding appropriately in the event of an accident.

All stars will seek to safeguard children and young people by:

- Ensuring everybody has the right to dance,
- Providing a safe space for our dancers where their views are valued and they are treated with respect and dignity,
 - Focussing on the benefits of dance helping individuals personally and socially as well as physically,
 - Building an environment of trust and providing space to talk, communicate and be listened to.
- Making sure that children, young people and their families know where to go for help if they have a concern.

What we do at all stars to protect our children:

- Treat all dancers and parents with respect and dignity,
 - Put the welfare of each child first,
- Ensure all paid staff and volunteers (aged 16+) who will be working with children will have an Enhanced DBS Check,
 - Ensure all paid staff are fully insured,
 - Never accepting bullying of any form,
- Ensure all adult members will provide a positive role model (including those helping),
 - Take action to stop any inappropriate behaviour,
- Keep informed of changes in legislation and policies for the protection of children,
 - Undertake relevant professional development and training,
- Ensure all contact and medical details for every child is up to date and available at the place of teaching or performance

All stars Safeguarding and Child Protection Policy

- Ensure all staff receive safeguarding training
- Ensure good reporting to our DSL and onwards to children's social care if we ever suspect harm.
 - Foster an environment of good communication, transparency and trust

Allegations against staff

Any report of concern about the behaviour of a member of staff or allegation of abuse against a member of staff must immediately be reported to the DSL who will refer to the appropriate Local Authority Designated Officer (LADO), If this is an allegation that a member of staff may have caused harm to a child.

The member of staff who reports the allegation or the member of staff alleged against must not have any part of any further investigation including questioning the children.

Cambridgeshire Emergency Duty Team on 01733 234724.

GDPR - Data protection



PRIVACY NOTICE

1. Introduction

ALL STARS is committed to protecting your personal information. We are committed to providing a safe environment for all our customers, both physically and virtually (online). This Privacy Statement is part of ALL STARS information Management Strategy and relates to the use of any personal information provided to us online or via application forms, telephone, email exchange, letters or correspondence.

Whenever you provide such information, we are legally obliged to use your information in line with current legislation concerning the protection of personal information, including the Data Protection Act 1998.

2. What information does ALL STARS have about me?

When you sign up to a class or to receive online content such as ALL STARS news or ALL STARS updates, we may collect and store personal information about you.

This can consist of information such as your name, age, email address, postal address, or mobile number, depending on how you are engaging with us. By submitting your details, you enable us to provide you with the services needed.

ALL STARS does NOT share your personal information with third parties, unless clearly stated. We do NOT sell your data, and neither do we buy data from third parties.

3. How will you use my personal information?

We will use your personal information for a number of purposes including:

- to identify you when dealing with your requests and enquiries
- to provide you with information about our services and activities
- to share and keep you updated with ALL STARS news

As and when we need to use your personal information for reasons other than the ones specified above, we will ensure that we notify you first. You will be given the opportunity to withhold or withdraw your consent for the use of your personal information for purposes other than those listed above.

4. ALL STARS may contact you:

- in relation to any correspondence we receive from you or any comment or complaint you make about our services
- to invite you to participate in surveys about ALL STARS services (participation is always free and voluntary)
- to occasionally market products or services that we think may be of interest to you
- to send you information you request
- to keep you updated on any news for example new classes, changed in timetable etc via email or social media if you have liked our page and given permission for this

5. How long will ALL STARS keep my personal information for?

We keep the information we hold about our members for as long as is necessary to deliver the services we are providing you with. For example we will hold your information for as long as you are taking classes with us or wish to receive information about our classes.

6. Where is the information stored?

We use a few procedures and secure technologies to help protect your personal information from unauthorised access, use or disclosure. We store personal information you provide on computer systems which have carefully controlled access and which are located in secure facilities.

Contacting us about this Privacy Statement

If you any questions or comments about this Privacy Statement please email allstarsperformingarts@outlook.com

CODE OF PROFESSIONAL CONDUCT



PARENTS

As a parent of a child taking part in our dance school, we'd like you to: The essentials

- Make sure your child has the correct uniform for the class as well as enough food and drink if needed.
- Try to make sure your child arrives to sessions on time and is picked up promptly; or let us know if you're running late or if your child is going home with someone else
- Complete all consent, contact and medical forms and update us straight away if anything changes
- Talk to us if you have any concerns about any part of your child's dance training – we want to hear from you

Behaviour

- Try and learn about the class your child takes, what it means to them and what they want to achieve in that class.
- Remember that children get a wide range of benefits from dance class, like making friends, getting exercise, boosting confidence, working as a team whilst improving as an individual. Its not all about getting the highest exam mark or winning at the competition.
- Behave positively - let your child know you're proud of what they're doing.
- Think about the way you react and behave – it effects not just your child, but other children too.
- Lead by example with positive behaviour in the waiting area; let other parents take their cues from you
- Accept the teachers judgement about your child's ability to take an exam / do a competition
- Use social media responsibly when taking about what goes on at our school, by behaving the same way online as you would in person
- Talk to your child about embracing good etiquette and sportsmanship
- Encourage your child to follow the rules of the dance school

As a parent, we understand you have the right to:

- Be assured that your child is safeguarded during their time with us
- See any of our policies and procedures at any time
- Know what training and qualifications our staff have

- Be informed of problems or concerns relating to your child
- Know what happens if there's an accident or injury, be informed if your child is injured and see records of any accidents
- Have any concerns about any aspect of your child's welfare listened to and responded to

We expect all parents to follows the behaviors and requests set out in this code. If any parent behaves in such a way which contradicts any of the points set out above, we'll address the problem straight away with the parent and aim to resolve the issue.

Persistent concerns or breaches may result in the parent being asked not to stay in the waiting area during class if their attendance is considered a risk to the welfare and enjoyment of young participants.

Continued issues and repeated breaches of this code may result in us regrettably asking your child to leave the dance school – something we never want to do.

SIGNATURE OF PARENT:

HEALTH AND SAFETY



POLICY

Our organisation takes seriously their responsibility to ensure the safety of their pupils. All pupils must complete an Enrolment Form. Is class manager when joining the school with clear information regarding emergency contacts and any relevant medical history. A copy of emergency contact numbers will be kept on file.

1. It is the parent's responsibility to notify the school of any changes to their emergency contact details
2. In case of a Fire emergency all teachers have a clear understanding of responsibilities. They must be understood by all following the procedures of the relevant centre.
3. Our organisation will undertake regular assessment of risks regarding premises hired and any concerns will be raised with the providers
4. We are committed to ensuring all employees/volunteers are competent to do their tasks and to give them adequate training
5. It is the organisations responsibility to keep a fully equipped First Aid Box at all hired premises. In case of an incident – an Accident / Incident report must be filled in
6. If required the organisation will contact the emergency services first, then the parent / guardian of the student(s) involved by the telephone number on file.
7. Parents understand that dance is as active as engagement as any sport, and whilst every effort is made to avoid them, injuries can happen. The organisation accepts no responsibility for injuries sustained via any means other than a teacher's negligence.
8. Pupils will be supervised during class time only and parents / carers must ensure the safety of their children in the waiting, changing and toilet areas
9. Students/parents or guardians should inform the teacher of any special health considerations or existing injuries before participating in class
10. Parents must be responsible for ensuring your child's punctuality. Teachers are not available to supervise late pickups. Students may be refused entry if they are continuously late for class as they are missing out on warming up safely for class
11. Dress code must be observed at all times, especially footwear for safe dance practice. Only indoor dance shoes to be worn in the studio to protect the floor and for health and safety
12. Pupils should not wear any jewellery that may pose a risk to themselves or others (stud earrings, and jewellery worn for religious or cultural reasons are acceptable)
13. No food (or chewing gum) is allowed in the studio. Water is permitted in cap bottles
14. Please ensure that the elastics on your child's ballet shoes are secure and neither too loose nor too tight

Public Liability Insurance

The organisation has public liability insurance and the certificate And be viewed on request. Any locum teacher who teaches classes will be either covered via this insurance, or will have their own personal insurance.

Smoking Policy

The organisation has a non-smoking policy, and smoking is not permitted anywhere within the centres where lessons take place. This is due to the health hazards of smoking and passive smoking, and also because the centres regularly holds activities which involve young children.

Drugs & Alcohol Policy

The organisation has a strict no drugs & alcohol policy. Any pupil, teacher or volunteer found using drugs or alcohol whilst attending classes or working at the school, will be presented with a verbal warning. Parents will be advised if the pupil is under the age of 18 years.