

MAGICAL TOTS DANCE & MAGICAL DAYS THEATRE SCHOOL

Health & Safety Policy

Magical Tots Dance & Magical Days Theatre School takes seriously their responsibility to ensure the safety of their pupils.

1. All parents must complete a Registration Form online via our booking system when joining the school with clear information regarding emergency contacts and any relevant medical history.
2. A copy of primary and emergency contact numbers will be kept on class registers.
3. It is the parent's responsibility to notify the owner of Magical Tots Dance/Magical Days Theatre School of any changes to their emergency contact details.
4. In case of a fire emergency all teachers have a clear understanding of procedures to follow.
5. Magical Tots Dance/Magical Days Theatre School staff will undertake regular assessments of risks regarding our venues and any concerns will be raised with the owners/care-takers.
6. Each venue holds a fully equipped First Aid Box within the building. Magical Tots Dance/Magical Days Theatre School staff are also responsible for holding a basic First Aid Box that is taken from venue to venue. In case of an incident an Accident report must be completed and a copy given to the parent/guardian.
7. All teachers are required to have up to date First Aid training and certificates can be provided on request.
8. If required, Magical Tots Dance/Magical Days Theatre School staff will contact the emergency services first, then the parent / guardian of the student(s) involved by the telephone number on the class registers if they are not present.
9. Parents should understand that dance is an active sport and injuries can happen. Magical Tots Dance/Magical Days Theatre School accepts no responsibility for injuries sustained via any means other than a teacher's negligence.
10. Pupils will be supervised during class time only and parents/carers must ensure the safety of their children in the car park, waiting and toilet areas. Parents are required to attend every Magical Tots class with their child* (*Applies to Magical Tots weekly community classes only).
11. We hold no responsibility for children and young adults using the grounds around the venues.
12. Children are not permitted in the kitchen areas of a venue at any time unless supervised by a teacher/chaperone.
13. Parents/guardians should inform the class teacher if their child has any special health considerations or existing injuries before participating in class.

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14. Parents must be responsible for ensuring their child's punctuality.
15. Dress code must be observed at all times, especially footwear for safe dance practice - children must not dance in socks/tights - bare feet or appropriate dance shoes/trainers must be worn at all times.
16. Only indoor dance shoes should be worn inside the studios/halls to protect the floor and for health and safety reasons.
17. Shoes must be worn when using the toilet facilities.
18. 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).
19. No food (or chewing gum) is allowed in the studios/halls. Water is permitted in bottles.
20. No child will be allowed to leave the studio with anyone other than a parent/guardian unless confirmed with the class teacher prior to class either verbally or via email.
21. At Magical Tots & Magical Days Theatre School, the safety of our students, staff, and families is our top priority, and we have implemented a comprehensive lockdown procedure to ensure everyone's protection in the event of a significant danger or threat to life in our community classes. When working in local nurseries/schools we follow the organisation's protocols and procedures.

If you have any queries regarding our policies, please contact the owner, Miss Amy - hello@magicaltots.co.uk or hello@magicaldaystheatreschool.co.uk

Policy adopted by: Amy Jane

Role: Magical Tots Dance Founder/Magical Days Theatre School Founder

Date: October 2022 Reviewed: March 2024, August 2024, September 2025, September 2026