



## Polices & Procedures

### Coaches

**Victoria Gibbons – Head Coach & Owner.** L1 & L2 BGU Cheerleading qualification. BGU Dance; lyrical, jazz and pom, inc. advanced qualification. 3–6 year-olds dance. L3 BTEC Dance Diploma & L3 Early Years Educator. DBS, Safeguarding, Child protection, Equality & Diversity trained and First aid certificate.

**Charlotte Gibbons – Coach.** L1 & L2 BGU Cheerleading qualification. L3 Early Years Educator and L3 in Education & training. DBS, Safeguarding, Child protection, Equality & Diversity trained and First aid certificate.

**Frida Childs – Coach.** L1 & L2 BGU Cheerleading qualification. DBS

**Lucie Russell – Junior Coach.** Junior 3–6 year-olds dance qualification

**Elle McEneaney – Assistant Coach.** DBS, Safeguarding, Child protection trained and First aid certificate.

*Disclaimer: Victoria's Academy of Dance holds the right to review this document and make changes before the next review date.*

### Equality and Diversity Policy

Victoria's Academy of Dance condemns all forms of discrimination and has developed this equality policy to promote our equality objectives. The aims of this policy are therefore, to:

- Eliminate any form of discrimination within the academy on the grounds set out in this policy.
- Create an inclusive environment for all members of the academy which is free from discrimination and harassment.
- Ensure all members of the academy have equal access to high quality coaching which meet their needs.

Furthermore, it is recognised that if the above aims are to be successfully achieved the development of additional key equality and diversity policies is required.

Victoria & Charlotte have undergone equality & diversity training.

## Equality and Diversity Policy Statements

We are aware of, and value, the different groups of children and young people that attend the academy now and in the future. Our aims are to meet the needs of this diverse group of individuals. All individuals can expect to receive equal access to the services we provide now, and in the future.

If you feel that you have been treated unfairly or suffered harassment because of your gender, marital status, race, religion, colour, age, disability or sexual orientation, you should report this without fail to a member of staff within the academy.

Any such complaints will be fully investigated as speedily as possible and will be kept advised of action taken.

Victoria's Academy of Dance will ensure that all its procedures are fair and that they meet the appropriate legal requirements.

## Health & Safety Policy

**It is the general policy of Victoria's Academy of Dance to provide adequate control of the health and safety risks arising from our activities:**

- We will provide, maintain and oversee safe and healthy working conditions, equipment and systems of work for all members, coaches and staff.
- We will provide such information, training and supervision as is needed for this purpose.
- We will ensure that all coaches are competent to do their tasks and to give them adequate training.
- The welfare of young people is central to all our work.
- Our policies and procedures in relation to safeguarding are outlined in our Child Protection and Safeguarding Policy.

This policy will be reviewed and revised as necessary.

### Responsibilities

- Day to day responsibility for ensuring this policy is put into practice at **Victoria's Academy of Dance** is delegated to the Head Coach Victoria & Coach Charlotte.
- All coaches have a duty to:
  - Co-operate with the academy on health and safety matters.
  - Take reasonable care of their own and others' health and safety.
  - Use equipment correctly in accordance with training and instructions.
  - Report all health and safety concerns to an appropriate person.

### Risk assessment

- Risk assessments of our weekly venue will be carried out annually by the coaches. Responsibility for observing the decisions made in the risk assessment lies with all staff.
- The Head Coach will check at quarterly intervals that the action/s have been taken and the risks have been removed/reduced.

### **First aid and accidents**

- The First Aid Bag for Victoria's Academy of Dance will be brought to the session by the Coach in charge. The Head Coach is responsible for checking the contents every quarter.
- There will always be a trained First Aider on site. This includes the venue and in classes. Victoria, Charlotte and Elle are first aid trained.
- All accidents are to be recorded in the Accident Book. The book is in the coaching bag.

### **Behaviour management**

- Coaches will inform parents of any young person displaying inappropriate behaviour.

### **Reasonable level of risk**

We will take steps to avoid unnecessary risk and extremely elevated levels of risk. However, due to the sport some activities inherently involve some risk. Learning about risk management is a necessary part of young people's growth and development. We therefore aim to protect young people from unnecessary and elevated risk and provide guidance and support to help young people manage some risk for themselves.

## **Photography And Videography Policy**

Victoria's Academy of Dance is committed to the safeguarding and well-being of its members and have a strict photography and videography policy in place.

Victoria's Academy of Dance (inc. coaches) may use images of children to promote its activities through their social media and promotional materials such as posters/flyers.

Parents/guardians are asked to sign written consent forms as soon as the athlete signs up for classes. Where a form is signed, the parents/guardians give consent for photographs to be taken, and/or footage filmed during practices and performances for promotional materials relating to Victoria's Academy of Dance (including the Victoria's Academy of Dance Facebook page (inc. local Facebook pages for promotion) and Instagram account)

Footage will not contain names of athletes.

### **Risk factors**

Some of the potential risks of photography and filming at events include:

- Children may be identifiable when a photograph is shared with personal information.

- Direct and indirect risks to children and young people when photographs are shared on websites and in publications with personal information.
- Images accompanied by personal information, such as the name of a child and their hobby, could be used to learn more about a child prior to grooming them for abuse.

### **Policy Procedures**

- Do not use children's names in photograph captions.
- Parental permission form needed to obtain consent for a child to be photographed and videoed.
- Obtain the child's permission, as well as their parents/carer to use their image.
- Only use images of children in suitable clothing to reduce the risk of inappropriate use.

## **Code Of Conduct for Coaches**

We are fully committed to safeguarding and promoting the well-being of our members. The academy believes it is important that members, coaches, and parents associated with the academy should always respect and show understanding for the safety and welfare of others.

The essence of good ethical conduct and practice is summarised below.

All coaches must:

- Consider the well-being and safety of participants before the development of performance.
- Develop an appropriate working relationship with athletes based on trust and respect.
- Hold appropriate qualifications and complete appropriate safeguarding course.
- Strive to improve on their coaching through continuous professional development.
- Display consistently high levels of behaviour and appearance, dressing suitably, hair tied up and no jewellery.
- Never consume alcohol before or during training and/or events.
- Before transporting cheerleaders anywhere (training/competitions) obtain prior agreement from the parent/guardian and ensure you are happy with the arrangements.
- Never exert undue influence over cheerleaders to obtain personal benefit or reward.
- Always report incidents, referrals, or disclosures immediately, following the appropriate procedures.
- Never condone rule violations or use of prohibited substances.
- Make sure that confidential information is not divulged unless with the express approval of the individual concerned.
- Promote the positive aspects of the sport.
- Encourage athletes to value their own performances and not just results.
- Follow all guidelines laid down by Victoria's Academy of Dance.

## Code Of Conduct for Dancers & Cheerleaders

We are fully committed to the well-being and safeguarding of our members. The academy believes it is important that our members, coaches, and parents associated with the academy, should always respect, and show an understanding for the safety and welfare of others.

As a member of Victoria's Academy of Dance, the following standards of behaviour are expected:

- Demonstrate good timing keeping for practice and competitions and have somebody inform the academy if they are going to be late.
- Members must wear suitable attire for practice (practice top), keep long hair tied back and remove all jewellery and wear appropriate footwear, i.e., half soles for dance and indoor trainers for cheer.
- Athletes should follow the academy dress code during competitions and events by always wearing correct kit unless directed by the coach.
- No bullying, spitting, or swearing.
- Participate within the rules and respect coaches, judges, and their decisions.
- All dancers & cheerleaders must always respect their opponents and fellow academy members to ensure everybody has a positive experience at the academy.
- Good manners and behaviour are always expected when training and representing the academy.
- At all sessions cheerleaders must try their best within their capabilities.
- Athletes must tell the coach in charge of any illnesses or injuries before the warmup begins or as soon as it becomes apparent during training.
- Cheerleaders must not question coaches decisions during training however any clarification required can be obtained at the start or end of the session from the coach.
- The North Cambridge Academy Dance Studio, Dojo and grounds should be treated with respect, clothing and kit should not be left lying around. All water bottles and rubbish should be disposed of.

## Code Of Conduct for Parents/Carers

We are fully committed to safeguarding and promoting the well-being of our members. The academy believes it is important that members, coaches, and parents associated with the academy, should at all times, respect and show an understanding for the safety and welfare of others.

As a parent/carers of a member of Victoria's Academy of Dance the following is expected:

- Encourage your child to learn rules and participate within them.

- Set a good example by recognising good sportsmanship and applauding the performances of all dancers & cheerleaders and never punish or belittle a child for their performance.
- Parents are encouraged not to disturb training sessions unless it is an emergency.
- Share any concerns or complaints about any aspect of the academy through approved channels.
- Always ensure your child is dressed appropriately for the activity and has plenty to drink. (Water bottles should be labelled with child's name to help prevent them going missing).
- Keep the club informed if your child is ill or unable to attend events.
- Treat all participants equally, with respect and dignity, intimidation of other members or their family is not tolerated.
- Publicly accept official's judgements.
- Help your child to recognise good performance and not just results.
- Always use correct and proper language.
- Conduct yourself at times when supporting your child in training or when attending events at home and away, in a manner that neither brings the sport or Victoria's Academy of Dance into disrepute nor causes a participant, coach or official embarrassment or humiliation.
- When your child is in training or events your child is in the care of the academy and should not be taken away without knowledge of the person in charge.

## Team Attendance Policy

Our attendance for our competition teams is taken very seriously and we ask for full commitment. This is to help ensure we are ready for competitions and the coach is not needing to respace routines and helps the team feel prepared to compete.

*Please note that the expectation of committed attendance to Twinkle Toes and Cheer classes is different to our Junior and Senior competition teams.*

The following Excused and Unexcused policy applies to every competition team member. Please remember that one person can affect the entire team.

As Victoria's Academy of Dance is a competitive programme it is crucial that athletes should not miss any training sessions, including extra sessions in the run up to competition.

It is important that academy members realise that their absence will affect the entire team and their performance at competitions. Choreography becomes affected with continued disruption to team numbers.