

ROOS ACADEMY OF PERFORMING ARTS

Indoor Classes – Greenwich

SAFEGUARDING POLICY UPDATE: INDOOR LESSONS

APPENDIX 3: INDOOR CLASSES CONSIDERATION

Added to policy on 28.08.2020

As a further response to COVID-19, ROOS ACADEMY OF PERFORMING ARTS has chosen to begin offering INDOOR classes as of 19th April 2021.

In order to properly safeguard our pupils during these INDOOR CLASSES, we will add the additional steps to the above safeguarding policy.

**IF YOUR CHILD IS FEELING UNWELL BEFORE THE CLASS PLEASE DO NOT BRING THEM
ROOS ACADEMY HAS A DUTY OF CARE TO PROTECT ALL PUPILS AND STAFF FROM COVID-
19**

1. All pupils must arrive promptly for their class and wait outside the building until allowed in. Please ensure when waiting all pupils and parents SOCIALLY DISTANCE.
2. No parents will be allowed access to the building, **PLEASE ENSURE YOUR CHILD IS ALREADY CHANGED** underneath outer clothing.
3. Pupils will be asked to sanitise their hands when entering the HALL, (I have purchased a foot pedal child friendly sanitiser for pupils use only) and shown an area, where they will be able to take off outer layers as required and change shoes, in their own designated space.
4. All pupils **MUST** wear their regulation leotard and ballet shoes, hair in a bun etc.
5. All pupils for modern should bring a towel or mat to lie on for floor work and a pair of old socks, when doing travelling if the floor is too slippery pupils will be advised to remove socks and put on ballet shoes. Non slip socks would be advisable.
6. Space for each pupil will be clearly marked using extendable hoops and coloured spots as well as markings on the barre to ensure social distancing is followed.
7. All windows and doors will be open for improved ventilation and all surfaces cleaned before and after each group arrives.
8. Younger pupils are not allowed to leave the building without parents having collected them.

Parents please be prompt for collection so the one group leaves before the next arrives, but also to ensure I have time to clean.

9. PLEASE CAN ALL OLDER PUPILS OBTAIN A SIGNATURE FROM PARENTS TO ADVISE ME IF THEY ARE LEAVING ALONE. This is on the Parental Consent form.
10. No parents are to linger as WE STILL NEED TO BE MINDFUL OF COVID-19.
11. In line with the Government Guidelines, each class will consist of no more than 15 pupils, and an entire bubble maximum of 15 pupils, with no overlaps, all pupils and teachers will be reminded of the 2metre rule.
12. Full PPE will be worn if First Aid is required.
13. Pupils attending classes downstairs will be escorted from the main hall and we will implement a one-way system so the pupils exiting Room 1 will go around the corridor, past the toilets and up the stairs while the other class goes downstairs and turn right into the corridor.
14. Pupils entering the Main Hall will enter using the normal door however use the other door to exit.



Principal - Helen Roos
(A.F.S.T.D. - Dip)

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General Data Protection Regulation Policy

STATEMENT

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 and lawfully' and 'collected for specified, explicit and legitimate purposes'; that individuals' data is not processed without their knowledge; and are processed with their 'explicit' consent. GDPR covers personal data relating to individuals. **ROOS ACADEMY OF PERFORMING ARTS** is committed to protecting the rights and freedom of individuals with respect to the processing of children's, parents', visitors' and staff personal data.

The GDPR gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

GDPR includes 7 rights for individuals as follows :

THE RIGHT TO BE INFORMED

ROOS ACADEMY OF PERFORMING ARTS is a registered Performing Arts provider with the ISTD (The Imperial Society of Teachers of Dancing), and as so is required to collect and manage certain data, SUCH AS KEEPING COPIES OF EXAMINATION RESULTS AND THE PUPILS PIN NUMBER GIVEN BY THE ISTD. We need to know parents' names, addresses, telephone numbers, email addresses. We need to know children's full names, addresses, date of birth and education school, along with any SEN (Special Education Needs) requirements. We are requested to provide this data to LOCAL COUNTY COUNCIL whenever pupils are involved in a performance scenario, including school shows and festivals; this information is sent to the Local Authority via a secure electronic file transfer system.

We are required to collect certain details of visitors to **ROOS ACADEMY OF PERFORMING ARTS**. We need to know visitors' names, telephone numbers, and where appropriate company name. This is in respect of our Health and Safety and Safeguarding Policies.

ROOS ACADEMY OF PERFORMING ARTS uses Cookies on its website to collect data for Google Analytics - this data is anonymous.

THE RIGHT OF ACCESS

At any point, an individual can make a request relating to their data and **ROOS ACADEMY OF PERFORMING ARTS** will need to provide a response (within 1 month). **ROOS ACADEMY OF PERFORMING ARTS** can refuse a request, if we have a lawful obligation to retain data but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the Information Commissioner's Office (ICO) if they are not happy with the decision.

THE RIGHT TO ERASURE

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However, **ROOS ACADEMY OF PERFORMING ARTS** has a legal duty to keep children's and parents' details for a reasonable time, **ROOS ACADEMY OF PERFORMING ARTS** will retain these records for 6 MONTHS after leaving the academy. Children's accident and injury records are kept for 19 years (or until the child reaches 21 years). Child Protection Records are kept for 22 years (or until the child reaches 24 years). This data is archived securely onsite and shredded after the legal retention period.

THE RIGHT RESTRICT PROCESSING

Parents, visitors and staff can object to **ROOS ACADEMY OF PERFORMING ARTS** processing their data. This means that records can be stored but must not be used in any way, for example reports, or communications, however as

the information is only shared to the Examining body (ISTD) or for performance purposes (LOCAL COUNCIL) this will mean your child will not be able to be involved.

THE RIGHT TO DATA PORTABILITY

ROOS ACADEMY OF PERFORMING ARTS required data to be transferred from one IT system to another; such as from **ROOS ACADEMY OF PERFORMING ARTS** to the local authority, for performance BOPA licences (BODY OF PERSONS APPROVAL – a licence necessary for any performance that the pupils are involved in), and dance Associations for examinations. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

THE RIGHT TO OBJECT

Parents, visitors and staff can object to their data being used for certain activities like marketing or research.

THE RIGHT NOT TO BE SUBJECT TO AUTOMATED DECISION-MAKING INCLUDING PROFILING.

Automated decisions and profiling are used for marketing-based organisations. **ROOS ACADEMY OF PERFORMING ARTS** does not use personal data for such purposes. EXAMINATION RESULTS are given directly to the pupil/parent but may be used in advertising, but this would be done anonymously.

STORAGE AND USE OF PERSONAL INFORMATION

ROOS ACADEMY OF PERFORMING ARTS collects personal data every year including names, addresses of those on the waiting list. These records are shredded after the relevant retention period (6 months after leaving the Academy).

Information regarding families' involvement with other agencies is stored in paper format. This information is kept in a locked cabinet at my home address. These records are shredded after the relevant retention period (6 months after leaving the Academy).

All paper copies of children's and staff records are kept in a locked filing cabinet at Helen Roos' address. Members of staff can have access to these files, but information taken from the files about individual children is confidential and, apart from archiving, these records remain on site always. These records are shredded after the retention period, (6 months after leaving the Academy).

Information about individual children is used in certain documents, such as, a weekly register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. These records are shredded after the relevant retention period (6 months after leaving the Academy).

Access to all Office computers is password protected. Helen Roos is the only person authorised to access this information.

ROOS ACADEMY OF PERFORMING ARTS does not store personal data held visually in photographs or video clips or as sound recordings, unless written consent has been obtained via the PHOTOGRAPHIC CONSENT FORM /Fit to Perform agreement form. No names are stored with images in photo albums, displays, on the website (www.roosacademyofperformingarts.co.uk) or on **ROOS ACADEMY OF PERFORMING ARTS** social media sites, such as the Academy's Facebook page and Instagram. These sites are used to communicate to parents as well as for marketing purposes.

GDPR means that **ROOS ACADEMY OF PERFORMING ARTS** must:

Manage and process personal data properly

Protect the individual's rights to privacy

Provide an individual with access to all personal information held on them

This Policy was adapted in MAY 2018.

Signed by HELEN ROOS:



on behalf of **ROOS ACADEMY OF PERFORMING ARTS**

Date: 14th MAY 2018

Next Policy review date: MAY 2019.

Please review this policy and sign to accept on the NEW REGISTRATION FORMS THAT ARE BEING CIRCULATED.

ICO NUMBER FOR THE ROOS ACADEMY: 00045889173

REGISTRATION REFERENCE: ZA350433



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Safeguarding & Child Protection Policy

Roos Academy of Performing Arts 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.

Roos Academy of Performing Arts acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. 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.

Roos Academy of Performing Arts recognises its duty of care under the Children and Young Persons Act 1963, the Children (Performances and Activities) (England) Regulations 2014, the Children Act 1989 and Working Together to Safeguard Children 2015.

Roos Academy of Performing Arts will ensure that:

The welfare of the child is paramount

All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse

All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately

Roos Academy of Performing Arts will ensure that:

Everyone will be treated with respect and dignity

The welfare of each child will always be put first

Enthusiastic and constructive criticism will be given to pupils rather than negative criticism

Bullying will not be accepted or condoned

All adult members will provide a positive role model

Action will be taken to stop any inappropriate behaviour

It will comply with health & safety legislation

It will keep informed of changes in legislation and policies for the protection of children

It will undertake relevant professional development and training

It will ensure all contact and medical details for every child is up to date and available at the place of teaching or performance.

All staff will receive dedicated safeguarding training.

Where appropriate children will be consulted, and their views listened to and taken into account.

Roos Academy of Performing Arts has a designated Safeguarding lead who is in charge of ensuring that the child protection policy is adhered to. The Designated Safeguarding Lead (DSL) is**SARAH PORTER-MOORE**

There is also a Deputy DSL who is.....**HELEN ROOS**..... and she can be contacted on **02083008815**

In implementing this policy **Roos Academy of Performing Arts** will:

Ensure that all teachers/members understand their legal and ethical responsibility to protect children and young people from harm, abuse and exploitation.

Ensure that all teachers/members and volunteers understand their duty to report concerns that arise about a child or young person, or workers conduct towards a child or young person to the Designated Safeguarding Lead.

The Designated Safeguarding Lead will refer any child protection concerns to the statutory child protection agencies (i.e. Police and/or Children's Social Care).

Children, young people and parents will be informed of who the Designated Safeguarding Lead and Deputy are and be able to raise any safeguarding concerns & know that these will be taken seriously and acted upon.

Ensure that teachers/members will work implemented in a consistent and equitable manner in line with the safer working practice guidance.

This policy will be regularly monitored by **HELEN ROOS** and will be subject to an annual review.



Signed:

Date policy agreed:13.05.2018

Date policy to be reviewed:12.05.2020

Principal - Helen Roos (AISTD- Dip)

First Aid officer - Emma Hobson

Teaching staff - Laurel Turner(LISTD)(ARAD), Lisette Bixley(AISTD)

Public Liability Insurance - Dance Teachers Insurance Policy

AXA Policy No - 2092895



*Roos Academy
of Performing Arts*