

SCHOOL HANDBOOK

SEPTEMBER 2022

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HEALTH & SAFETY POLICY

Intent and Aim

Locomotion Dance Studios believes the health and safety of those who attend is of paramount importance. By minimizing hazards and risks, we create a safe and healthy place for children, parents, staff, and volunteers.

Personnel and Training

The member of staff responsible for health and safety is Alexandra Earnshaw, who has a Level 2 Health and Safety qualification which is reviewed annually and the certificate of which is displayed in the school's policy folder.

Our staff and volunteers receive induction training which covers matters of employee well-being, including safe lifting, the storage of potentially dangerous substances, and a walkthrough of the building discussing the risk assessment. This provides the opportunity for staff and volunteers to ask any questions but also for Locomotion to ensure the individual understands their shared responsibility for health and safety.

- Records are kept of the induction training sessions and new staff and volunteers are asked to sign the records to confirm that they have taken part.
- Health and safety issues are explained to the parents of new children so that they understand the part played by these issues in the daily life of the school.
- As necessary, health and safety training is included in the annual training plans of staff, and health and safety is discussed regularly at staff meetings.
- Children are made aware of health and safety issues through discussions, and routines.

Risk assessment

Our risk assessment process includes:

- checking for hazards and risks indoors and outside, and in our activities and procedures. Our assessment covers adults and children
- developing an action plan that specifies the action required, the timescales for action, the person responsible for the action and any funding required.
- We maintain lists of health and safety issues, which are checked daily before the session begins.

Insurance cover

We hold public liability insurance with AXA Insurance. Policy number is available upon request.

Security

- Registers are taken at the beginning of each class.
- Class assistants are placed on each door at the end of class to ensure no child leaves without their appropriate adult.
- Dancers age 13yrs upwards with parental consent may leave the premises to attend the local shops however, dancers must make a staff member of Locomotion each time they wish to do so.

Electrical/gas equipment

To be maintained by each venue and is not the responsibility of Locomotion.

- All electrical/gas equipment conforms to safety requirements and is checked regularly.
- The boiler/electrical switchgear/meter cupboard is not accessible to the children.
- Fires, heaters, electric sockets, wires and leads are properly guarded, and the children are taught not to touch them.
- There are sufficient sockets to prevent overloading.
- The temperature of hot water is controlled to prevent scalds.
- Lighting and ventilation is adequate in all areas including storage areas.

Hygiene

- See Covid-19 Policy for full information.
- We work in line with information from the Environmental Health Department and the Health Authority to ensure we keep up to date and comply with the latest recommendations.
- Each venue has their own cleaning schedule however, Locomotion frequently cleans all 'touch points'

Food and drink

- Staff who prepare and handle food receive appropriate training, understand, and comply with food safety and hygiene regulations.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play area(s) and do not place hot drinks within reach of children.
- Snack and mealtimes are supervised, and children do not walk about with food and drinks.
- Children are prohibited from sharing food and drink.

CHILDHOOD ILLNESS & DISEASE POLICY

If your child is unwell, they must be kept at home; this includes covid-19. If your child has tested positive for covid-19 we respectfully ask that you do not attend lessons until they test negative. Separately, if a child attends lessons and is deemed too poorly to participate by the teacher, the teacher will ask the parents/guardians to take the child home.

We will not accept any child into class if they have any of the following:

Chicken Pox	The exclusion is for five to seven days from the onset of the rash, and when there are no new spots.
Conjunctivitis	Parents will be asked to collect their child and symptoms must be completely clear before returning to class.
Diarrhoea and/or Sickness	Must be free of symptoms for at least 48 hours.
Head Lice	Must be treated before return to class. Parents /carers will be informed headlice has been identified within the school.
Febrile Convulsions	Excluded until fever settled and child well.
Fifth Disease (Slap Cheek)	Excluded until child well.
Flu (Influenza), severe colds	Excluded until feeling better and cough
Coughs, throat	When infections improved.
German Measles (Rubella)	The exclusion period is for five days after the rash appears.
Glandular fever	Excluded until feeling better.
Hepatitis A	Excluded for at least five days from the onset of jaundice and when feeling better.
Impetigo	Parents will be asked to collect their child immediately and they must be completely free of symptoms for at least 24 hours. This is extremely infectious and treatment will be required from the GP.
Measles	The exclusion period is for five days after the rash appears.
Meningitis	May return once better.
Mumps	The exclusion period is for five days after the swelling appears.
Scabies	Highly infectious, the whole family must receive treatment from the GP. Must be completely free of symptoms before returning to class.
Thrush	Must be completely free of symptoms for at least 24 hours. This is extremely infectious and treatment will be required from the GP.
Rashes	If your child develops a rash you will be asked to collect them. You will need to confirm with your G.P. the cause of the rash before s/he can return to the school.

Please inform us if your child has contracted any infectious illness so that other parents may be kept informed. Should your child display symptoms whilst in the care of Locomotion, you will be contacted and advised to collect your child. Confidentiality is always maintained, and parents may be kept informed. If your child is taking antibiotics/medicines s/he must remain at home for 24 hours in case of allergic reaction and parents/carers should note that allergic reactions can occur at any time, and not just the first time the antibiotics/medicine is taken. Thank you.

PLEASE NOTE: STAFF WILL ONLY ADMINISTER PRESCRIBED MEDICATION

ADMINISTRATION OF MEDICATION

Children taking prescribed medication must be well enough to attend the school. If the child is deemed as 'too poorly' to participate in lessons, the child's parents will be contacted to take the child home until they are well enough to return to lessons.

In the unlikely event of medicines needing to be administered:

- Parents must provide written permission for the administration of medication. This states the name of the child, name/s of parent(s), date the medication starts, the name of the medication and prescribing doctor, the dose and times, or how and when the medication is to be administered.
- Parents/guardians are asked to supply the child with a plastic medicine syringe which staff can use to 'draw' the medicine.
- Staff will be dressed in PPE and will hand the child the syringe containing the medicine.
- Both staff and child will sanitise their hands before and after the medication is administered.
- Only prescribed medication may be administered. It must be in-date and prescribed for the current condition.
- The administration is recorded accurately each time it is given and is signed by staff. Parents sign the record book to acknowledge the administration of a medicine.
- If the administration of prescribed medication requires medical knowledge such as an EpiPen, individual training is provided for the relevant member of staff by a healthcare professional.
- Medication will be stored as stated by the medication directions.

BEHAVIOUR MANAGEMENT POLICY

All children are encouraged to use good manners, respect each other, themselves, and their immediate environment. Staff, parents, and children have an active role to play within this process and by working together we will enable the children to become caring and thoughtful individuals. Together, we are responsible for ensuring appropriate behaviour is fostered by school examples and in being good role models. The staff and volunteers at Locomotion Dance Studios will:

- ✓ Endeavour to a positive model for the children and will be friendly, caring and courteous.
- ✓ Praise and endorse desirable behaviour such as kindness and willingness to share.
- ✓ Apply the rules consistently to ensure the children have clear boundaries.
- ✓ Take positive steps to avoid a situation in which children receive adult attention, only in return for undesirable behaviour.
- ✓ Physical punishment (smacking, shaking etc.) is never used, nor are children threatened with these.
- ✓ **SILENT STOP** (raised hand, no talking) & **RHYTHM CLAP** is used to gain children's attention.
- ✓ We do not use techniques intended to single out and humiliate individual children.

- ✓ We only use physical restraint, such as holding, to prevent physical injury to children or adults and/or serious damage to property. Details of such an event (what happened, what action was taken and by whom, and the names of witnesses) are brought to the attention of the Principal, Alexandra Earnshaw and are recorded in our Safeguarding incident Book. A parent is informed on the same day and signs the Incident Book to indicate that he/she has been informed.
- ✓ In cases of serious misbehaviour, such as racial or other abuse, we make clear immediately the unacceptability of the behaviour and attitudes, by means of explanations rather than personal blame.
- ✓ We manage unacceptable behaviour in ways which are appropriate to the child's ages and stages of development for example by distraction, discussion or by withdrawing the child from the situation. Where appropriate this might be achieved by a period of 'time out'.
- ✓ We work in partnership with children's parents who are regularly informed if the unacceptable behaviour is continuous. We work with parents to address recurring unacceptable behaviour, using objective observation records to help us to understand the cause and to decide jointly how to respond appropriately
- ✓ Labelling words such as 'naughty' are not used.
- ✓ Children will never be sent out of the room by themselves.
- ✓ Staff will not shout or raise their voices in a threatening way.

Unacceptable behaviour:

Biting
 Spitting
 Violent behaviour
 Rudeness
 Repetitive defiance
 Bullying
 Snatching/taking away
 Impatience

We work towards:

Friendliness
 Respect for others
 Non-violent behaviour
 Politeness
 Effective and open communication
 Caring for others
 Sharing
 Patience

EQUAL OPPORTUNITIES AND SEND STUDENTS

Locomotion Dance Studios is committed to providing equality for children and families, striving to provide a safe and enriching environment for all. We promote the integration of children with differing needs as follows:

Equal Opportunities Statement

1. Locomotion Dance Studios welcomes each child and adult as an individual, promoting a caring and welcoming atmosphere to ensure everyone may achieve his or her own potential.
2. As we live in a multi-cultural society, it is the Locomotion's intent to enable our children to grow up with the knowledge and acceptance of other people's cultures. We do this by using a variety of music from around the world, attending theatre trips, looking at themes for shows such as Animal or Around the World, and ensuring all relevant areas of learning encompass this ideal.
3. Locomotion Dance Studios promotes the integration of children with differing needs whilst ensuring that the stated teachers are aware of their needs.

We can carry out the above by implementing the following:

- ✓ By knowing the needs of each individual child and meeting them openly, honestly and with respect for their individual needs whilst encouraging respect for others.
- ✓ Ensuring staff have access to special needs training such as sign language, knowledge of appropriate disabilities.
- ✓ Ensuring children whose first language is not English are made to feel welcome and two-way communication is established by initially, building a checklist of 'key' familiar words. If needed and where possible, liaison through an interpreter may be sought; this may be through a member of the family.
- ✓ By promoting understanding and respect of all, regardless of gender, religion, disability or culture.
- ✓ Locomotion Dance Studios will consult with other professionals for advice if needed to support a child in whatever capacity.

We will, as far as possible:

- ✓ Meet individual uniform requirements due to religious beliefs or medical factors.
- ✓ Ensure all the children, regardless of gender or age, have a chance to experiment with all the classes.
- ✓ Monitor and evaluate policies and procedures and current practice to ensure quality of care is maintained at an optimum.
- ✓ All children, no matter what sex, ability, race, or religion, are encouraged to respect or care for their fellow human beings.

SEND Statement of Intent

We provide an environment in which all children are supported to reach their full potential, taking regard for the DfES Special Educational Needs Code of Practice.

Aims

- We include all children in our provision.
- We provide teachers help to support parents and children with special educational needs (SEN)/disabilities.
- We identify the specific needs of children with SEN/disabilities and meet those needs through a range of strategies.
- We work in partnership with parents and other agencies in meeting individual children's needs.
- We monitor and review our practice and provision and, if necessary, make reasonable adjustments.

Methods

- We designate a member of staff to be special educational needs co-ordinator (SENCO) and give his/her name to parents. Our current SENCO is Alexandra Earnshaw.
- We ensure that the provision for children with SEN/disabilities is the responsibility of all members of staff including chaperones for performances and examinations.
- We ensure our inclusive admissions practice ensures equality of access and opportunity.
- We ensure our physical environment is as far as possible suitable for children with disabilities.
- We work closely with parents of children with SEN/disabilities to create and maintain a positive partnership.
- We ensure that parents are informed at all stages of the assessment, planning, provision, and review of their children's education.
- We provide parents with information on sources of independent advice and support.

- We use the graduated response system for identifying, assessing, and responding to children's special educational needs.
- We provide a differentiated curriculum to meet individual needs and abilities.
- We ensure that children with SEN/disabilities are appropriately involved in all areas of dance, considering their levels of ability.
- We ensure the privacy of children with SEN/disabilities when intimate care is being provided.
- We raise awareness of any specialism the school has to offer, e.g. Makaton trained staff.
- We provide a complaints procedure.

ENVIRONMENTAL POLICY

Locomotion Dance Studios has a policy to comply with the Environmental Protection Act 1990, other associated statutory legislation, and Approved Codes of Practice (ACOP). This applies to all those who are employed within the company or who are protected by its undertakings.

It is our policy to do all that is reasonably practicable to:

- ✓ reduce the level of energy consumption and obtain utility and hardware supplies from environmentally friendly organisation's and those who use renewable energy sources.
- ✓ recycle equipment, waste products, redundant items and reduce the consumption of consumables.
- ✓ Use, store, control and dispose of hazardous materials in line with best environmental practices.

It is our policy to:

- Obtain services, equipment and power from providers who are committed to environmental protection.
- Aim to reduce pollution and actively pursue reduction in the use of substances, processes and procedures that adversely affect the environment.
- Consult with employees through the Safety Committees on any matter that may affect them related to environmental control.
- Continually improve the firm's environmental performance by setting annual targets and reviewing our objectives and measure the progress.

Employees are asked to co-operate in the operation of this policy and make a positive contribution to environmental protection by making themselves aware of the firm's environmental policy and complying with the control measures in place.

FIRE SAFETY POLICY

The overall maintenance of fire-fighting equipment & signs etc. is the responsibility of each venue.

Fire Safety

- ✓ Each venue displays their fire evacuation procedure on the walls.
- ✓ Fire doors are clearly marked, never obstructed, and easily opened from the inside.
- ✓ We operate a strict no smoking policy in and around the dance school.
- ✓ Smoke detectors/alarms and fire-fighting appliances are fitted.
- ✓ Fire Safety policy is explained to all associates of Locomotion Dance Studios.

- ✓ We hold a fire drill every 12 weeks.
- ✓ Records are kept of fire drills.

Fire Evacuation Procedures

- The assembly point will vary depending on venue; students & parents are made aware of each assembly point.
- Locomotion Dance Studios will follow the procedures for evacuating the building in the event of the fire alarm being sounded, in a calm way that ensures all children and adults are safely lead away from the building and that all children and adults do not take any undue risks.
- Staff fully understand the required procedures and understand their role, providing training where needed.
- Staff will follow day to day procedures to reduce the risk of fire
- We will follow the advice of the fire brigade on any matters arising from their visit, including discussing with the hall owner on matters outside of our control
- We will perform a formal risk management assessment at least once a year and will monitor risks each day.
- We will keep registers of children, staff, and visitors to the school for each session.

In the event of a fire, the fire alarm will sound. The evacuation procedure to follow is:

- A member of staff will telephone the fire brigade on 999 and give appropriate details.
- Everybody will be advised to calmly use the nearest available exit.
- The evacuation will start immediately. People should not try to collect bags or other possessions.
- For safe evacuation class assistant will lead the children out, teacher to follow the children after checking toilets to ensure the area has been cleared.
- If it is safe to do so, the teacher will pick up registers and take them to the assembly point.
- At the assembly point, the registers will be called and checked for any unaccounted adults or children, and fire brigade will be told of any missing people.
- Nobody will be permitted to return to the building until told to do so by the fire brigade.

VOLUNTEER POLICY

Definition

Volunteering is an important expression of citizenship as well as an important component of democracy. Volunteers are people who are unpaid and of their own free will, contribute their time, energy and skills to benefit the community. Locomotion Dance Studios herein referred to as LDS, recognises its responsibility to arrange its volunteering efficiently and sensitively so that the valuable gift of the volunteers' time is best used to the mutual advantage of all concerned.

Statement of Values

Volunteering is a crucial activity that is supported by LDS and is not intended to be a substitute for paid employment. The role of volunteers complements but does not replace the role of paid staff. Appropriate steps will be taken to ensure that paid staff are clear about the role of the volunteers, and to foster good working relationships between paid staff and volunteers. Volunteers will not be used during the times of industrial action to do the work of paid staff.

The volunteer role is a gift relationship, binding only in honour, trust and mutual understanding. No enforceable obligation, contractual or otherwise, can be imposed on volunteers to attend, give or be set a minimum amount of time to carry out the tasks involved in their voluntary activity. Likewise, LDS cannot be compelled to provide either regular work or payment or other benefit for any voluntary activity.

Although volunteers provide their time freely and willingly, there is a presumption of mutual support and reliability. Reciprocal expectations are acknowledged; both of what Locomotion Dance Studios expects of volunteers and what volunteers expect from Locomotion Dance Studios.

Recruitment and Selection

Locomotion Dance Studios is committed to equal opportunities and believes that volunteering should be open to all regardless of age, gender, ethnicity, ability, religion and political beliefs. The acceptance of volunteer assistance for a particular role is made on merit and the sole selection criterion being the individual's suitability to carry out agreed tasks. Information about the volunteer not relevant to the performance of the volunteering tasks concerned will be disregarded by the organisation in terms of recruitment and selection. Volunteering opportunities will be widely promoted in ways that makes them accessible to all members of the community. Volunteers who are considered unsuitable for a particular task will either be offered alternative voluntary involvement with LDS or referred to another organisation who may be in need of volunteers.

Volunteers will be asked to provide 2 professional references, an enhanced DBS check registered on the update service and a chaperone licence from their local council.

Training and Development

The development of training and support for volunteers is a high priority for the organisation in order to equip them with the necessary information and skills to carry out their tasks. It will be the responsibility of the Principal to see that training is provided. It is the responsibility of the volunteer to attend relevant training.

Support, Supervision and Recognition

Volunteers will have a clear and concise task description, which will be subsequently reviewed. The task description will be prepared in conjunction with the volunteer and the Principal of (LDS). Volunteers will be properly briefed about the activities to be undertaken and given all the necessary information to enable them to perform with confidence.

Volunteers have access to regular support and supervision, enabling both the volunteer and Principal to identify, monitor and evaluate the volunteers' involvement, recognise achievements and identify training needs which are relevant to the volunteering role or for wider personal development. Volunteers are given the opportunity where relevant to share their views and opinions at staff meetings.

Safeguarding

Volunteers must comply with Locomotion Dance Studios' Safeguarding and Covid-19 policy to ensure the safety of staff, volunteers, pupils and their families. Any concerns should be reported immediately. Failure to comply with the school policies available from www.LocomotionDance.co.uk/policies, the volunteer's agreement will cease. In addition, the volunteer is expected to comply with all school policies.

Settling Differences

Locomotion Dance Studios aims to treat all volunteers fairly, objectively and consistently, seeking to ensure the volunteer's views are heard, noted and acted upon promptly, and aim for a positive and amicable solution based on the Locomotion Dance Studios' Grievance Procedure policy.

Rights and Responsibilities

Locomotion Dance Studios recognises the rights of volunteers;

- ✓ Know what is (and what is not) expected of them.
- ✓ Have adequate support in their volunteering.
- ✓ Receive appreciation.
- ✓ Have safe working conditions.
- ✓ Be insured.
- ✓ Know their rights and responsibilities if something goes wrong.
- ✓ Receive appropriate training.
- ✓ Be free from discrimination.
- ✓ Be offered the opportunity for personal development.

Locomotion Dance Studios expects volunteers to:

- ✓ Be honest and reliable.
- ✓ Be punctual.
- ✓ Be well groomed and always dressed in uniform.
- ✓ Be proactive.
- ✓ Be enthusiastic, approachable, polite, kind and smiley!
- ✓ Be understanding when the children share their problems.
- ✓ Distribute care fairly refraining from favouritism.
- ✓ Inform the principal at the earliest convenience if you are not able to attend.
- ✓ Make the most of training opportunities.
- ✓ Work in a way which reflects the aims and values of the organisation, respecting it's work and not bring it into discredit.

PRIVACY POLICY

Our Commitment

Locomotion Dance Studios is committed to protecting your privacy and we appreciate that you want the personal information you provide to us to be kept private, and safe. Here we explain how we collect information through the web site, what we do with it and what controls you have.

What data do we collect?

So that we can provide you with services and respond to your email/enquiry form requests, we ask you to submit information such as your name and contact details. You are under no obligation to provide such information. However, if you should choose to withhold requested information, we may not be able to contact you.

How is the information used?

We will use the information you provide to us to arrange services requested by you and respond to any enquiry. If you have e-mailed us we will use your e-mail address to respond to your query.

Once we have provided your services or responded to your enquiry your details will be kept on our system to ensure that we can contact you if the need arises in the future.

We do not share your information with any third parties (with the exception of providing your details to the International Dance Teachers Association for examination purposes), unless you have asked us to, or we have otherwise agreed this with you first.

With whom else is the information shared?

We may disclose personal information if required to do so by law or if we believe that such action is necessary to protect and defend the rights, property or personal safety of Locomotion Dance Studios website or its visitors.

Security

Locomotion Dance Studios places a great importance on the security of all personally identifiable information associated with our contacts and consequently we take reasonable precautions to protect against the loss, misuse, and alteration of contact data under our control.

Use of cookies

This web site may use cookies or other devices to automatically collect personal information about visitors to the site. This information is limited to the IP address of the computer you are using to access the site. This information is used solely for admin purposes to monitor levels of usage of the web site.

Where is the information stored?

All information which you submit via this website is sent to and stored on a computer located in the United Kingdom. This is necessary for Locomotion Dance Studios to process the information and to send you the information you have requested. Your personal data is also stored on our class admin software, *Class Manager*. We suggest you review their privacy policy (<https://classmanager.com>)

Your acceptance of these terms

By using the Locomotion Dance Studio's, you consent to the collection and use of your information by Locomotion Dance Studios as set out in this privacy policy. If we change our privacy policy in any way, we will post these changes on this page (www.LocomotionDance.co.uk).

Your rights

You have a legal right to a copy of all the personal information about you held by us. You also have a right to correct any errors in that information. You have a right to ask us to stop sending you direct marketing material at any time even if you have previously asked us to do so or have otherwise agreed to this.

Please contact us with any questions, concerns, or comments you have about our Privacy Policy.

Comprehensive Privacy Policy

We at Locomotion Dance Studios are the data controller. Our details are:

Locomotion Dance Studios
18 Chepstow Drive
Mexborough
S64 0JH

This Privacy Policy explains how we will use any personal data we collect and store for you.

WHAT DATA WE COLLECT ABOUT YOU

We collect your personal data when you register yourself or your child/children and enrol onto our classes. We may also collect data when you voluntarily complete surveys, provide feedback, interact on our social media sites and participate in any discount offers. Website usage data is collected using cookies.

We collect the following personal data in order to provide parents, guardians, students, clients and customers with the service(s) they require:

- ✓ Full name, gender, date of birth, contact details (home address; home, mobile and work telephone numbers; email address). Personal data about persons connected to you such as legal guardians, legitimate carers and referees (you must have their authority to provide their data to us).
- ✓ Emergency contact details (full name, address, telephone numbers, email addresses)
- ✓ Medical conditions / allergies
- ✓ Details of any learning / special needs or requirements
- ✓ Education details and previous dance/performing arts experience
- ✓ Records of products and services purchased
- ✓ Consent for photographs, videos and audio recordings during events, classes, clubs, camps, parties and any other services we provide.

STAFF / CHAPERONES (above and in addition)

- ✓ Professional qualifications / memberships
- ✓ Work history and references
- ✓ Disclosure and Barring (DBS) Certificates

THE PURPOSE OF COLLECTING YOUR DATA

We only process your personal data as is necessary and for legitimate interests including:

- Communications such as newsletters, notices, updates and promotions. This includes email and telephone communication such as text messaging, the use of WhatsApp and the use of social media (Facebook, Twitter, Instagram), to keep you up to date with data on our products and services.
- For record keeping such as ordering of products (e.g. dancewear) or taking class registers.
- For surveys, market research and developing statistical data that allows us to improve our services.
- You have the 'right to object' to all legitimate interests relating to you.

To comply with a legal obligation including:

- Compliance with legal and regulatory requirements and related disclosures e.g. work with children and vulnerable groups, HMRC etc.
- Exercising your rights under data protection law and making 'right' requests.
- Verifying your identity under data protection law, other legal and regulatory requirements and related disclosures.
- The establishment and defence of legal claims and rights.

Based on your consent (please note that withdrawal of consent from one activity does not mean withdrawal from other activities you have consented to. Withdrawal of consent may also affect what we can do for you) including:

- Sending you marketing, advocacy and other communications about Locomotion Dance Studios.
- Photographs, video and audio recordings for use in Locomotion Dance Studios publications, materials and online platforms including websites and social media (Facebook, Twitter, Instagram).

The media is used for promotional purposes, to assist teachers with their lessons and to help students with their learning. All rights to any photographs, videos and audio recordings remain in the property of Locomotion Dance Studios.

WHO WE SHARE YOUR DATA WITH

Your personal data is stored on our class admin software *Class Manager*; we suggest you review their privacy policy.

We do not share any personal data with any other third parties unless we are required to do so by law or for any of the following reasons:

- You have opted to take examinations (data shared with the (IDTA) International Dance Teachers Association). The required data will be shared with the named bodies; please see the named bodies data protection policy for more information of their use of data.
- Records of products (dancewear etc.) and services (classes, parties, clubs etc.) purchased.
- You are to take part in a productions/show which requires a Body of Persons license (data shared with North Lincolnshire and South Yorkshire Council's).
- You take part in a third party production/show (data shared with show organisers), external training (e.g. data stored with the IDTA) or workshops (e.g. data stored with the workshop organisers)
- Other parties connected to you where you have given consent to contact them as referees, legal guardians or legitimate carers)
- Government bodies and agencies in the UK: Disclosure and Barring Service for DBS checks and the Data Commissioner's Office.
- Due Diligence Checking (DDC) for DBS checks.
- Emergency services to protect your vital interests.
- Anyone else where we have your consent required by law.

HOW LONG WE HOLD YOUR DATA FOR

We will hold your data for as long as is necessary to meet the purpose for which it was originally collected.

- Where you have given your consent for collecting your personal data, we may hold it for as long as your consent is not withdrawn. We aim to refresh your consent after a reasonable period.
- Where you have given consent for direct marketing, we will stop processing your data once we receive a withdrawal of consent or you have unenrolled from classes. Your data will then be destroyed within 2 years of class withdrawal.

- Where we may have collected your personal data to meet legal obligation (e.g. GBS checks, HMRC, Safeguarding children), we will hold your data in accordance with the retention periods given by legal and regulatory bodies and subject to the exceptions below.
- Exceptions: We may hold your personal data for longer than originally collected for archiving, keeping statistical data, to defend or make a legal claim or for as long as a claim may be brought against us or made by us and/or in accordance with legal and regulatory requirements.

YOUR RIGHTS

RIGHT TO BE INFORMED

You have the right to be informed about the collection and use of your personal data. This Privacy Policy meets this.

RIGHT TO ACCESS YOUR PERSONAL DATA AND RECTIFY IT

You have the right to confirm that your data is being processed and to access the data we hold about you. You have the right to have inaccurate data rectified or completed if it is incomplete. These requests must be completed in writing to ensure all data is correctly updated. We aim to provide these requests separately within one month following the date of your access or rectification request or three months if it is complex to provide it.

RIGHT TO ERASURE

The right to be 'forgotten'. You have the right to have your data deleted by us:

- Your data is no longer necessary for the purposes we originally collected it for.
- You have informed us that you've withdrawn your consent and we do not have any legal grounds to continue to hold your data.
- You object to direct marketing from us.
- You object to any of the legitimate interests for collecting personal data.
- We did not collect your data lawfully.
- Where we must comply with legal and regulatory requirements.
- We give emphasis to personal data collected from children where they may have joined social media groups and/or may no longer be a child as they may not have been aware of the risks at the time, they may have given consent to us.

Your right to erasure may not apply where we hold your data for one of the following reasons:

- To exercise the right of freedom of expression and data as follows:
- To comply with a legal obligation.

- For the performance of a task carried out in the public's interest or in the exercise of official authority.
- For archiving purposes in the public interest, scientific or historical research or statistical purposes where erasure is likely to render impossible or seriously impair the achievement of these purposes.
- For the establishment, exercise or legal claims.
- Where your right to erasure applies, we will aim to provide this request within one month of following the date of your request or three months if it is complex to provide it.

RIGHT TO RESTRICT PROCESSING

You have the right to request that we only store your personal data but not use it; this request must be submitted in writing.

- Where an erasure request is manifestly unfounded or excessive, we may charge a fee or refuse to respond. Where we refuse to respond, we will explain why; you have the right to complain to the Data Commissioner's Office. This right only applies where:
 - You contest the accuracy of your personal data and we are working to verify the accuracy of your data.
 - We did not collect your data lawfully.
 - We no longer need your personal data, but you need us to keep it to establish, exercise or defend a legal claim.
 - You have objected (see "right to object") to us using your personal data and we are considering whether our legitimate grounds override the nature of the objection.
 - We will not process your restricted data in any way except to store it, unless:
 - You give your consent to continue processing it.
 - It is for the establishment, exercise or defence of a legal claim.
 - It is for the protection of the rights of another person (natural or legal).
 - It is for reasons of important public interest.

RIGHT TO OBJECT

You have the right to object to:

- Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling); direct marketing (including profiling); and holding data for purposes of scientific/historical research and statistics.

- You must have “grounds relating to your particular situation” in order to exercise your right to object to processing for research purposes. If we are conducting research where the processing of personal data is necessary for the performance of a public interest task, we are not required to comply with an objection to the processing.
- Right to object to processing our legitimate interests and the performance of a legal task: You have the right to object to:
- Processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling).
- You must have an objection on “grounds relating to your particular situation”. We will stop processing your personal data unless:
- We can demonstrate compelling legitimate grounds for holding your data after considering your rights and expectations;
- It is for the establishment, exercise or defence of a legal claim.
- You have the right to object to direct marketing. We will stop processing your personal data purposes as soon as we receive an objection.

RIGHT TO DATA PORTABILITY

You have the right to move, copy or transfer personal data easily from one IT environment to another in a safe and secure way, with hinderance to usability. The right to data portability only applies:

To personal data an individual has provided to us;

- Where the processing is based on the individual's consent or for the performance of a contract; and when processing is carried out by automated means.
- We are only able to provide some personal data in Microsoft Excel / CSV format and are unable to provide data portability for data outside of this.
- We will aim to provide this request within one month following the date of your request or three months if it is complex to provide. If we are unable to meet your request we will explain why; you have the right to complain to the Data Commissioner's Office.

SECURITY

We are committed to ensuring that your data is secure. In order to prevent unauthorised access or disclosure, we have put in place suitable, physical, electronic and managerial procedures to Safeguard and secure the data we collect.

Your information is stored securely on the *Class Manager* software. <https://app.classmanager.com>

- We try where possible to only hold data digitally and which is password protected however, we do at times use paper copies of information (for example, class registers) and these are stored securely in locked fire-retardant boxes when not in use.
- A cookie is a small file which asks permission to be placed on your computers hard drive. Once you agree, the file is added; the cookie helps analyse web traffic or lets you know when you visit a particular website. Cookies allow web applications to respond you as an individual. The web application can tailor its operations to your needs, likes and dislikes by gathering and remembering data about your preferences.
- We use traffic log cookies to identify which pages are being used on our website. This helps us analyse data about web page traffic and helps us to improve our website, tailoring it to customer needs. We only use this data for statistical analysis purposes and then the data is removed from the system.
- Overall, cookies help us provide you with a better website, by enabling us to monitor which pages you find useful and which you do not. A cookie do not give us access to your computer or any data about you, other than the data you choose to share with us.
- You can choose to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. This may prevent you from taking full advantage of the website.

LINKS TO OTHER WEBSITES

Our website may contain links to other websites of interest such as the IDTA (International Dance Teachers Association), SET (Society for Education and Training) etc. and you should note that we do not have any control over that other website. Therefore, we cannot be responsible for the protection and privacy of any data which you provide whilst visiting such sites and such sites are not governed by this privacy policy. You should exercise caution and look at the privacy policy applicable to the website in question.

HOW TO CONTACT US

For data protection matters, you can contact us:

Alexandra Earnshaw
18 Chepstow Drive, Mexborough, S64 0JH
07922 861 460
Hello@LocomotionDance.co.uk

HOW TO COMPLAIN

You can complain to us using our 'How To Contact Us' details above. You also have the right to complain to the Data Protection Commissioner's office. It has enforcement powers and can investigate compliance with data protection law: ico.org.uk