

Melt Dance online session delivery policy and procedure (updated April 2020)

Due to recent government guidelines of social distancing and awareness of the recent issues that have impacted on the safety of our staff and students. Melt Dance we have introduced sessions using an online platform.

Melt Dance and will continue to update our delivery, in accordance to government guidelines and the safety of all who partake in our practical sessions.

The following terms apply to all who partake in the online sessions.

1. Guidelines for online safety during dance sessions for children, young and venerable people.

- 1.1** All students must ensure your practice area is unrecognizable to others partaking in the online session. For example, personal belongings, documents including names, addresses and photographs are not in plain sight for others to see.
- 1.2** All students under the age of 16 must have a parent, guardian present for the session.
- 1.3** All students must wear appropriate clothing for session.
- 1.4** All students must not share any personal information during the session or create personal / partake in private or public chat rooms during session.
- 1.5** Screen shots and any other type of photographic, video images are prohibited during session. Any images of the session found on social media, will be treated as a breach of the terms and result in removal of attending any future sessions. This exclusion includes the reinstatement of face to face practical sessions when we return to normal practices of delivery our classes.

2. Health and Safety for online sessions.

- 2.1** Children, young and venerable people taking online classes via online platforms must ensure, the practice area is clear of any large objects; electrical equipment and the dance area is free of any liquids or wet surfaces.
- 2.2** Students must take sessions at their own pace. If students are injured during the session stop immediately from partaking, preventing any further damage. As continuing to participate will aggravate the injury and could cause irreversible damage.
- 2.3** Melt Dance is not liable for any injuries occurring during the online delivery. Parents and guardians must insure, students are not working beyond their capability.
- 2.4** The tutor who is delivering session will encourage students to work safely and will be providing feedback.
- 2.5** Students must not partake in any exercise they are not familiar with.

3. Reporting incidents

- 3.1** If students/parents/guardians suspect or identify any unusual behavior during the online session. Please contact us as soon as possible.
- 3.2** A full investigation will take place and a formal outcome of the incident / issue will be provided.
- 3.2** Whistleblowing- following safeguarding guidelines, all issues / incidents raised with Melt Dance will be treated in the strictest of confidence.

We at Melt Dance will continue to update our policy, implementing changes in government guidelines, as necessary. We strive towards developing all of our student's skills and will take necessary actions with maintaining safeguarding for all.