

# Rince Ryan Irish Dancing Terms and Conditions

Attending classes at Rince Ryan is deemed acceptance of the Terms and Conditions set out below.

## Terms & Conditions

Please find below our full Terms and Conditions. By completing and signing the registration form to enrol your child with the dance school, you are hereby agreeing to the terms and conditions detailed below.

Any student currently enrolled with the school who has not signed our new registration form is also bound to these terms and conditions by their continuing to attend classes. As a matter of courtesy please advise if your child takes additional dance classes. Rince Ryan is not liable for any injury related to dance if classes are taken elsewhere.

## Payments

Invoices for timetabled classes are emailed at the end of each half term period via Loveadmin.com

Payments can be made either online via Paypal or LoveAdmin or BACS (payment details will be sent out with the invoice).

It is possible to spread the cost of the classes across the term. Such arrangements will be made between you and Rince Ryan Irish Dancing; all accounts must be settled before the following half term commences.

Accounts unsettled by the last day of term will have a 5% surcharge added to them.

Statements are available at any time by contacting [siobhanryan.irishdancing@gmail.com](mailto:siobhanryan.irishdancing@gmail.com)

Cash payments are recorded by receipt of an email from [siobhanryan.irishdancing@gmail.com](mailto:siobhanryan.irishdancing@gmail.com)

Fees are not waived in respect of family holidays, school trips, school exams or short term sickness or injury.

Instances of long term sickness or injury will be assessed on an individual basis.

## Discounts

We offer sibling discounts for families with three or more children.

## Termination of Classes

If you wish to terminate your child's classes, you must give notice. If notice is given during a half-term period, you will be billed for the remainder of the half-term.

In the event of a student leaving Rince Ryan with fees still outstanding, we reserve the right to pursue recovery of the debt by all legal means including court action.

## **Uniform**

We have a set uniform for each class which has been put together to consider the students' safety and needs during class. We ask that once a student has committed to classes with Rince Ryan, that the correct uniform is purchased and worn. Details can be found at <https://www.rince-ryan.com/uniform-costumes>

We ask that all students tie up their hair and wear the correct shoes and socks to each class.

## **Safeguarding**

All teachers are qualified, DBS checked and insured. However, due to the nature of teaching performing arts, sometimes it is necessary to correct positions physically. This is always conducted with care and professionalism.

The safeguarding of children is of paramount importance and we follow the guidelines set out by CLRG. For more information regarding Safeguarding within AN COIMISIÚN LE RINCÍ GAELACHA, please see their policy here: [https://www.clrg.ie/images/CLRG\\_CHILD\\_PROTECTION\\_POLICY\\_-\\_February\\_2020\\_.pdf](https://www.clrg.ie/images/CLRG_CHILD_PROTECTION_POLICY_-_February_2020_.pdf)

If any parent has a concern regarding safeguarding then please inform the Principal immediately so that it can be rectified.

More information on safeguarding, and our Lone Working Policy can be found at the end of this document.

## **Photography and Filming**

We ask that all students and parents read our Photography and Filming Policy Statement when joining the school which can be found at the end of this document.

Photographs and video footage of students taken by staff at Rince Ryan may be used on our website / Instagram / Facebook page and for publicity purposes. If you do not wish your child's image to be used for these purposes you must indicate this on the registration form.

## **Liabilities**

Rince Ryan (Siobhán Ryan-Lawson) does not accept responsibility for loss, damage or injury arising from errors or omissions on the registration form whether completed by you or the person in charge of your child at the time of enrolment.

Please do not leave your child with us without having signed this registration form

Rince Ryan does not accept liability for personal injury to any student attending class, with the exception of such injury being caused by negligence or default of any member of our staff or any other default on our part.

Rince Ryan does not accept any responsibility for loss or damage to personal property what on site.

Rince Ryan does not accept responsibility for any loss or expense due to circumstances beyond our control.

Rince Ryan is only responsible for students while they are in their class. Students cannot be supervised whilst they are outside class.

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Young children must be collected promptly at the end of their class. If there is no parent to collect them, they must stay in the studio with the teacher until a responsible adult collects them.

Rince Ryan holds Public Liability Insurance.

### **Responsibilities of Parents or Carers**

Attendance at class is deemed to be acceptance of the current Terms and Conditions.

It is the responsibility of the parent/carer to notify Rince Ryan of any illness or injury that may affect the student's participation at class.

It is the responsibility of the parent/carer to ensure that we have the correct details for you and your child and keep us updated of any changes to health.

Rince Ryan hires various venues for classes; therefore all Rince Ryan staff, parents and students must be respectful to our neighbours and other centre users arrive & leave responsibly.

It is the parent/carer responsibility to keep children under control when they're not in class.

### **Medical Information:**

It is the parent/carer's responsibility to ensure their child brings any necessary medical equipment to classes/courses/productions/events run by Rince Ryan.

It is the parent/carer's responsibility to ensure medicines are always within date.

Please ensure your child knows where this is kept when attending classes/courses/productions/events run by Rince Ryan.

Please make the teachers aware of its whereabouts in the instance that the student is unable to administer the medicine themselves.

These terms and conditions will be reviewed annually, and parents will be required to read and agree to them each year on completing their child's registration with the school.

### **Contact details**

Lead for safeguarding and child protection

Name: Siobhán Ryan-Lawson

Phone: 07904 124 391

Email: [siobhanryan.irishdancing@gmail.com](mailto:siobhanryan.irishdancing@gmail.com)

We are committed to reviewing our policy and good practice annually. This policy was reviewed on 21<sup>ST</sup> August 2023.

## **Rince Ryan Irish Dancing**

### **Child Protection and Safeguarding Policy**

This policy applies to all staff, including senior managers, paid staff, volunteers, freelance teachers, students or anyone working on behalf of Rince Ryan.

The purpose of this policy:

- To protect children and young people who receive Rince Ryan's services. This includes the children of adults who use our services.
- To provide staff and volunteers with the overarching principles that guide our approach to child protection.

Rince Ryan Irish Dancing believes that a child or young person should never experience abuse of any kind. We acknowledge the duty of care to safeguard and promote the welfare of children and are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and regulatory requirements. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

We recognise that:

- The welfare of the child/young person is paramount.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.
- All children have a positive and enjoyable experience of dance and the associated arts with Rince Ryan in a safe and child centred environment and are protected from abuse whilst participating in activities provided by Rince Ryan.

We will seek to keep children and young people safe by:

- Valuing them, listening to and respecting them.
- Adopting child protection practices through procedures and a code of conduct for staff and volunteers.
- Developing and implementing an effective e-safety policy and related procedures;
- Providing effective management for staff and volunteers through supervision, support and training.
- Recruiting staff and volunteers safely, ensuring all necessary checks are made;
- Sharing information about child protection and good practice with children, parents, staff and volunteers.
- Sharing concerns with agencies who need to know, and involving parents and children appropriately.
- Where we do have safeguarding concerns we will contact the parents first, except where there is a child protection or medical emergency.
- Ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored.
- We will carry out safe recruitment including DBS checks on every staff member we employ.
- Any allegation made against any members of our staff will be passed on to our local authority.

We are committed to equality, therefore:

- We do our best to ensure that everyone is treated fairly and with respect.
- We make our classes and courses a safe, secure and stimulating place for everyone.
- We recognise that people have different needs, and we understand that treating people equally does not always involve treating them all exactly the same.
- We recognise that for some pupils, extra support is needed to help them to achieve and be successful.
- We welcome our general duty to eliminate discrimination, to advance equality of opportunity and to foster good relations; we ensure that no-one experiences less favourable treatment or discrimination because of their age; any disability they may have; their ethnicity, colour or national origin; their gender; their gender identity or reassignment; their marital or civil partnership status; their religion or beliefs; their sexual identity and orientation.

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## Rince Ryan Irish Dancing

### Health and Safety Policy

Rince Ryan Irish Dancing takes their responsibility to ensure the safety of their pupils very seriously.

- All parents must complete a Registration Form when joining the school with clear information regarding emergency contacts and any relevant medical history.
- It is the parent's responsibility to notify the school of any changes to their emergency contact details.
- In case of a fire emergency all teachers have a clear understanding of procedures to follow.
- Rince Ryan will undertake regular assessment of risks regarding our venues and any concerns will be raised with the management at the venues concerned.
- Rince Ryan staff are aware of the location of the First Aid Box in each venue.
- In case of an incident, the parent/guardian will be notified on collection.
- All teachers are required to have up to date First Aid training and certificate can be provided on request.
- If required the school will contact the emergency services first, then the parent / guardian of the student(s) involved by the telephone number provided on the registration form.
- Parents understand that dance is an active sport and injuries can happen. The school accepts no responsibility for injuries sustained via any means other than a teacher's negligence.
- Students/parents or guardians should inform the teacher of any special health considerations or existing injuries before participating in class.
- Dress code must be observed at all times, especially footwear for safe dance practice.
- Hair must be secured.
- It is the teacher's discretion whether or not a student's attire (including hair) is safe to take part in the class.
- Shoes must be worn when using the toilet facilities.
- 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).

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*Rince Ryan*

## **Rince Ryan Irish Dancing**

### **Photography and Filming Policy Statement**

The purpose and scope of this policy statement:

Rince Ryan Irish Dancing works with children and families as part of its activities. These include: dance classes, shows, exams, workshops, feiseanna and presentations.

The purpose of this policy statement is to:

- Protect children and young people who take part in Rince Ryan's services, events and activities, specifically those where photographs and videos may be taken
- Set out the overarching principles that guide our approach to photographs/videos being taken of children and young people during our events and activities
- Ensure that we operate in line with our values and within the law when creating, using and sharing images of children and young people

This policy statement applies to all staff, volunteers and other adults associated with Rince Ryan.

Legal framework

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England. Summaries of key legislation and guidance is available on:

online abuse <https://learning.nspcc.org.uk/child-abuse-and-neglect/online-abuse>

child protection <https://learning.nspcc.org.uk/child-protection-system>

We believe that:

- Children and young people should never experience abuse of any kind
- We have a responsibility to promote the welfare of all children and young people and to take, share and use images of children safely.

We recognise that:

- Sharing photographs and films of our activities can help us celebrate the successes and achievements of our children and young people, provide a record of our activities and raise awareness of our organisation
- The welfare of the children and young people taking part in our activities is paramount
- Children, their parents and carers have a right to decide whether their images are taken and how these may be used, regardless of age, disability, gender reassignment, race, religion or belief, sex or sexual orientation
- Consent to take images of children is only meaningful when children, their parents and carers understand how the images will be used and stored, and are fully aware of the potential risks associated with the use and distribution of these images
- There are potential risks associated with sharing images of children online.

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More information about this is available from <https://learning.nspcc.org.uk/research-resources/briefings/photography-sharing-images-guidance>

We will seek to keep children and young people safe by:

- Always asking for written consent from a child and their parents or carers for taking and using a child's image
- Always explaining what images will be used for, how they will be stored and what potential risks are associated with sharing images of children
- Making it clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published
- Changing the names of children whose images are being used in our published material whenever possible (and only using first names if we do need to identify them)
- Never publishing personal information about individual children and disguising any identifying information (for example the name of their school or a school uniform with a logo)
- Making sure children, their parents and carers understand how images of children will be securely stored and for how long (including how we will control access to the images and their associated information)
- Reducing the risk of images being copied and used inappropriately by:
- Only using images of children in appropriate clothing (including safety wear if necessary)
- Avoiding full face and body shots of children taking part in activities such as swimming where there may be a heightened risk of images being misused
- Using images that positively reflect young people's involvement in the activity.

We will also develop a procedure for reporting the abuse or misuse of images of children as part of our child protection procedures. We will ensure everyone involved in our organisation knows the procedures to follow to keep children safe.

### **Photography and/or filming for personal use**

When children themselves, parents, carers or spectators are taking photographs or filming at our events and the images are for personal use, we will publish guidance about image sharing in the event programmes and/or announce details of our photography policy before the start of the event. This includes:

- Reminding parents, carers and children that they need to give consent for Rince Ryan Dance to take and use their images
- Asking people to gain permission from children, their parents and carers before sharing photographs and videos that include them
- Recommending that people check the privacy settings of their social media account to understand who else will be able to view any images they share
- Reminding children, parents and carers who they can talk to if they have any concerns about images being shared.



## Photography and/or filming for Rince Ryan Irish Dancing's use

We recognise that our group leaders may use photography and filming as an aid in activities such as music, dance or drama. However, this should only be done with Rince Ryan's permission.

Children, young people, parents and carers must also be made aware that photography and filming is part of the programme and give written consent.

Participation in online lessons on video platforms such as zoom is done with the permission of the parent. Rince Ryan will record these sessions and distribute with secured passwords to parents of the children involved only to use as practise aids. These videos will be deleted and unavailable after 30 days.

It is the responsibility of the parent or carer to ensure that anyone using a home computer or device to participate in online classes has a secure internet connection. The teacher will accept no responsibility for recordings of such classes on home devices or otherwise.

When participating in online classes, it is the responsibility of the parent or career to ensure that the child has an appropriate and safe space to dance. Rince Ryan accepts no responsibility for loss or injury sustained from participation in online classes.

If we hire a photographer for one of our events, we will seek to keep children and young people safe by:

- Providing the photographer with a clear brief about appropriate content and behaviour
- Ensuring the photographer wears identification at all times
- Informing children, their parents and carers that a photographer will be at the event and ensuring they give written consent to images which feature their child being taken and shared
- Not allowing the photographer to have unsupervised access to children
- Not allowing the photographer to carry out sessions outside the event or at a child's home
- Reporting concerns regarding inappropriate or intrusive photography following our child protection procedures.
- Photography and/or filming for wider use

If people such as local journalists, professional photographers (not hired by Rince Ryan) or students wish to record one of our events and share the images professionally or in the wider world, they should seek permission in advance.

They should provide:

- The name and address of the person using the camera
- The names of children they wish to take images of (if possible)
- The reason for taking the images and/or what the images will be used for
- A signed declaration that the information provided is valid and that the images will only be used for the reasons given.

Rince Ryan will verify these details and decide whether to grant permission for photographs/films to be taken. We will seek consent from the children who are the intended subjects of the images and their parents and inform the photographer of anyone who does not give consent.

At the event we will inform children, parents and carers that an external photographer is present and ensure they are easily identifiable, for example by using them with a coloured identification badge.

If Rince Ryan is concerned that someone unknown to us is using their sessions for photography or filming purposes, we will ask them to leave and (depending on the nature of the concerns) follow our child protection procedures.

### Storing images

We will store photographs and videos of children securely, in accordance with our safeguarding policy and data protection law.

We will keep hard copies of images in a locked drawer and electronic images in a protected folder with restricted access. Images will be stored for a period of 15 years.

Rince Ryan does not permit staff and volunteers to using any personal equipment to take photos and recordings of children. Only cameras or devices belonging to the Rince Ryan staff should be used, unless agreed prior.

### Contact details

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**Rince Ryan Irish Dancing**  
**Code of Conduct for Children / Young Persons**

All dancers are encouraged to be open with their Teacher, Adjudicator or Volunteer and share any concerns or complaints.

All members of the Rince Ryan Irish Dancing team are required to agree to the following class code of conduct:

- Respect the rights, dignity and worth of everyone equally.
- Show respect to your Teacher during your dancing lesson.
- Bullying of children/young people by their peers will not be tolerated.
- Discrimination of any kind is unacceptable within An Coimisiún.
- Good behaviour is expected at all times, especially during class.
- No running around the building, no running on the stairs.
- Children/young people are not permitted outside the building.
- On entering and exiting the building, the main door must be used at all times.
- Be on time for lessons, so as not to disrupt the smooth running of the lesson, and ensure you're wearing the correct shoes before your lesson begins.
- Wear appropriate dancewear to lessons – no jeans or restrictive trousers will be permitted.
- Food or chewing gum is not permitted during lessons.
- All mobile phones must be switched off and out away during lessons.
- Work hard at your dancing in your own time at home.
- Enjoy your dancing

## Rince Ryan Irish Dancing

### Code of Conduct for Parents and Caregivers

An Coimisiún adopts a child-centred approach and philosophy in the running of classes to ensure children and young people are at all times provided with a high standard of dancing tuition. It does this by requiring Teachers and Adjudicators who are registered with An Coimisiún to agree to uphold our philosophy and standards. Enforcement of this conduct is the responsibility of every Member and any queries about this code should be referred to the Chairperson of An Coimisiún.

Parents/Guardians have an influential role to play in encouraging their children to adopt positive attitudes to maintain the ethos of An Coimisiún.

It is required that Parents/Guardians agree to the following:

- Know the start and finish times of your child's class/classes. It is the Parents/Guardians responsibility to ensure the child arrives promptly and safely to each lesson.
- In the instance of a child having more than one lesson per day, it is the Parents/Guardians responsibility to supervise the child/children between lessons.
- Parents/Guardians must collect their child immediately after class finishes from the main building. Children are not permitted outside the main building.
- An Coimisiún is not responsible for children/young people before, between or after their class/classes.
- Respect the Teacher's opinion and encourage your child to do likewise.
- Show appreciation for the Teachers/Volunteers.
- Praise good performance and effort from all individuals and groups.
- Congratulate all participants regardless of the outcome.
- Use correct and appropriate language at all times.
- Support your child's involvement and help them to enjoy their dancing experience.
- Respect the rights, dignity, diversity and worth of every child/young person regardless of their gender, ability, ethnic and cultural background or religion.
- Be prepared to attend/support events organised by the class for your child.
- It is the Parents/Guardians responsibility to inform the Teachers/Volunteers of any conditions, medical or otherwise, regarding their child.
- It is the responsibility of Parents/Guardians to ensure their child's understanding and cooperation of the Code of Conduct for Dancers
- It is the responsibility of Parents/Guardians to check each week regarding forthcoming events or unexpected changes in classes.

## Rince Ryan Irish Dancing

### Working Alone with Children or Vulnerable Adults Policy

#### Definition

Working alone is defined as one teacher working alone with one child and/or a group of children or vulnerable adults.

As a Teacher working alone with children, I am aware of the difficulties and concerns surrounding working alone with children and/or vulnerable adults.

Please see the points below, these are in place to protect the children and/or vulnerable adults in my care as well as protecting a teacher against any allegations: -

- I will avoid one to one sessions where possible, if this is unavoidable I will make sure there is an adult or others in ear shot of at all times. If possible and appropriate I will leave the door ajar so I can be partially seen and/or heard.
- When working alone I will make sure I have a charged mobile phone or access to a landline phone in case of emergencies and have all child or vulnerable adults contact details with me.
- I know the Fire Evacuation point and I have an evacuation plan in mind in case an evacuation is required.
- I will not enter the Toilets or Changing Areas when children are present unless an emergency arises.
- I will not leave children alone in the class. However, if a child needs to leave the class to use the toilet it will not be possible to accompany them.
- I will avoid transporting children alone in my car.