



En Pointe Theatre Arts Health and Safety Policy

En Pointe Theatre Arts is an independent dance studio in Cardiff, South Wales.

En Pointe Theatre Arts and Danielle Emms aim to pursue and promote at all levels, within its jurisdiction, to ensure and protect the health and safety of all employees and any other persons connected with the operations of En Pointe Theatre Arts, namely its students, visitors and members of staff.

En Pointe Theatre Arts takes seriously its responsibility to ensure the safety of its students:

- All parents must complete a Registration Form when joining the school with clear information regarding emergency contacts and any relevant medical history
- A copy of primary and emergency contact numbers will be kept on class registers
- It is the parents' 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
- The school will undertake regular risk assessments regarding our premises and any concerns will be raised with the owners
- It is the school's responsibility to keep a fully equipped first aid box within the building
- All teachers are required to have up-to-date first aid training, and a certificate can be provided on request
- In the case of an incident, an accident report must be completed and a copy given to the parent/guardian on collection

- If required, the school will contact the emergency services first, then the parent/guardian of the student(s) involved by the telephone number on the class registers
- 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.
- Pupils will be supervised during class time only, and parents/carers must ensure the safety of their children in the car park, waiting area, changing room, on the stairs, in the lift, and in the toilets.
- We hold no responsibility for children and young adults using the grounds around the building.
- Children are not permitted in the kitchen area at any time
- Students, parents or guardians should inform the teacher of any special health considerations or existing injuries prior to participating in class
- Parents must be responsible for ensuring your child's punctuality
- Dress code must be observed at all times, especially footwear for safe dance practice
- Only indoor dance shoes should be worn inside the studio to protect the floor and for health and safety reasons
- 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 for religious or cultural reasons are permitted)
- No food (or chewing gum) is allowed in the studio
- Water is permitted in bottles with lids
- No child will be allowed to leave the studio with anyone other than a parent unless confirmed with the teacher prior to class either verbally or via email.

All relevant health and safety information and equipment can be found in the following locations:

- First aid box is located:
 - In the main venue with teaching staff

Signed: D Emms (Danielle Emms Founder)

Date: 3rd July 2026

