
Bovingdon Dance Academy Ltd

Health & Safety Policy

Last Updated: April 2026

Next Review: April 2027

1. Policy Statement

At **Bovingdon Dance Academy (BDA)**, we are committed to providing a safe, supportive and well-managed environment for all students, staff and visitors.

We recognise that dance is a physical activity and take all reasonable steps to minimise risk, promote safe practice, and ensure that all classes and events are delivered with appropriate care and supervision.

Health and safety is a shared responsibility, and we work closely with our team, students and families to maintain a safe and positive environment.

2. Responsibilities

BDA (Teaching Team)

We will:

- Provide a safe environment for classes and activities
- Ensure appropriate supervision at all times
- Deliver classes in a structured and progressive way, appropriate to age and ability
- Maintain up-to-date insurance and relevant safety procedures
- Ensure staff are appropriately trained, including first aid where required
- Carry out basic checks of venues and equipment before use

Teachers & Staff

Teachers are responsible for:

- Delivering safe and appropriate class content
- Monitoring students' wellbeing during class
- Adapting exercises where needed
- Maintaining appropriate ratios and supervision
- Reporting any concerns, hazards or incidents

Parents & Guardians

Parents/guardians are responsible for:

- Ensuring their child is fit and well to participate
 - Informing BDA of any injuries, medical conditions or concerns
 - Ensuring children arrive on time and are collected promptly
 - Providing appropriate clothing, footwear and hydration
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3. Class Safety

At BDA, we prioritise safe teaching practices in every class:

- All classes include appropriate warm-ups and cool-downs
- Exercises are taught progressively, with a focus on correct technique
- Students are encouraged to work within their own ability
- No student will be forced to attempt skills they are not ready for
- Appropriate supervision is maintained at all times

For **Acro and higher-risk skills**:

- Progressions are carefully managed
 - Safety equipment (e.g. mats) is used where appropriate
 - Teachers provide clear guidance and spotting where necessary
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4. Venue Safety

We use a range of hired venues and take reasonable steps to ensure they are safe for dance activities.

This includes:

- Checking floors and spaces are suitable and free from hazards
 - Ensuring adequate space for movement
 - Identifying fire exits and emergency procedures
 - Ensuring equipment is safe and appropriate for use
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5. Injuries & Accidents

- A basic first aid kit is available at all classes
- In the event of an injury, appropriate first aid will be given
- Parents/guardians will be informed of any injuries as soon as possible

- Incidents are recorded where appropriate

In the case of a more serious injury:

- Emergency services will be contacted if required
 - Parents/guardians will be notified immediately
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6. Medical Information

- Parents/guardians must inform BDA of any relevant medical conditions, injuries or additional needs
 - Students should not attend classes if they are unwell or unable to participate safely
 - BDA staff are not able to administer medication unless previously agreed
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7. Emergency Procedures

In the event of an emergency:

- Teachers will take responsibility for the safety of all students in their care
 - Venue evacuation procedures will be followed
 - Students will be supervised at all times
 - Parents/guardians will be contacted as soon as possible where necessary
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8. Equipment & Clothing

- Students must wear appropriate dancewear and footwear for their class
 - Hair should be securely tied back
 - Jewellery should not be worn (unless agreed for specific classes or performances)
 - Students should bring water to stay hydrated
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9. Safeguarding & Wellbeing

Health and safety at BDA is closely linked to safeguarding.

- All staff follow our **Child Protection & Safeguarding Policy**
 - Students are supported both physically and emotionally
 - Any concerns regarding a child's wellbeing are taken seriously and acted upon
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10. Risk Awareness

While we take all reasonable precautions, participation in dance activities involves an element of risk.

By attending classes, parents/guardians acknowledge this and agree that students will participate in a way that is appropriate to their ability and physical condition.

Nothing in this policy limits BDA's responsibility for safety or duty of care.

11. Policy Review

This policy will be reviewed annually, or sooner if required due to changes in legislation, venues or operational practices.