



# Terms and Conditions

## **Registration**

Parents or guardians of all students or students themselves if over 18, must fill out a consent form before attending lessons, this form must state clearly the full name and student details, including any emergency contact numbers and medical conditions. Once signed the parent/guardian/student has then accepted responsibility for all our policies including the giving permission for a member of staff to administer first aid.

## **Fees and Payment**

All fees are due at or before the second class of each term or second class attended or at the end of a drop-in class. Any student experiencing financial difficulties should speak to their teacher or the manager as alternative arrangements can be made.

## **What to Wear**

Appropriate clothing for exercise and long hair should be tied up. All students should have activity-appropriate footwear during class. Jewellery should not be worn during classes. Move Momentum staff will not be responsible for any items that may be lost or stolen.

## **Cancellation of classes**

Move Momentum reserves the right to cancel classes in extreme circumstances, e.g. Snow, teacher illness and will replace classes if possible, within the same term or following term. In the case of cancellation, we will try to notify all parents of students by phone or email and inform the relevant class venue.

## **Conduct**

All students should arrive 5 minutes before their scheduled class time.

As a student of Move Momentum, you are expected to conduct yourself appropriately within sessions and agree to:

- Participate to the best of your ability and notify the teacher at the beginning of class of any injuries etc. that may affect your ability to participate in the session.
- Treat all fellow students along with teachers, assistants and volunteers and anyone involved in the class with courtesy and respect at all times.

## **Child/Vulnerable Adult Protection**

The protection of the students of Move Momentum is of paramount importance and we work to ensure that all staff are trained and experienced in the subjects they teach. Students are encouraged to discuss any concerns, and these will be recorded.

Registers are kept of attendance at classes and the teacher keeps an up to date list of emergency contact numbers for each student. All staff have access to a first aid box at each venue either the venues or their own and all teachers employed by Move Momentum are qualified to administer first aid.

All teachers who work with Move Momentum have a current DBS enhanced disclosure for this position and an appropriate level of experience teaching dance.

## **Further information**

Move Momentum staff retain the right to expel a student for unruly behaviour. Move Momentum shall not be liable for any loss or damage to the student's person or property occurring on venue premises. All students attend classes at their own risk.

## **Health & Safety**

Move Momentum aims to keep the working environment of the studios, tidy, clean and free from hazards. All staff, trustees and volunteers must follow our Health and Safety Policy.

## **Fire Evacuation Procedure**

All Move Momentum staff abide by each individual class venue's fire procedure.

## **Accidents and First Aid.**

Accidents during class are reported via incident forms. Simple first aid is applied but if a serious problem is identified then the emergency contact is informed and the student is advised to go home, or an ambulance is called, whichever is deemed appropriate first.

## **Responsibilities**

All teachers who work with Move Momentum are trained and qualified. Teachers in their own individual classes carry out their own visual risk assessments on a continual basis and are responsible for their own safe practice in a class. Teachers are also responsible for taking class registers, other class paperwork and following evacuation procedures. Records of all details are kept on a database and contact numbers and medical information is also kept by the staff.

### **Liability Insurance**

Move Momentum has employers and public liability insurance on company policy. For offsite classes, these policies still apply however the general building policy is the responsibility of the venue and we would carry out a risk assessment when entering the venue.

These were last reviewed and approved by the Board of Trustees on 30/10/19.