

Policy Overview

SA Performing Arts Centre (hereafter 'the Centre') is committed to promoting an environment where all individuals are encouraged to develop their skills and achieve their full potential in a safe and professional environment. To maintain the health and wellbeing of all users accessing the Centre, a number of policies are in place. An overview of each is listed below.

Health & Safety

SA Performing Arts Centre recognises the importance of maintaining good levels of health and safety for all of our students and clients. The Centre carries out regular site inspections including fire safety and building condition. Staff members are required to undergo continuous personal training and internal assessment to maintain acceptable standards of teaching.

Users should speak to Reception in the first instance if they have any concerns regarding Health and Safety.

First Aid

The first aid box is located at reception and many members of staff are first aid trained. Lucy Sage and Lou Coel are Lead First Aiders.

Student medical information is kept confidentially on file at reception. The Centre must be informed of any conditions (both physical and/ or mental) or allergies prior to and during training.

Students are encouraged to inform teachers at the start of each class of any relevant injuries or issues they have.

Procedure in case of an evacuation/ emergency

Users are encouraged to identify their nearest emergency exits whilst at the Centre. Teachers will remind students of the emergency exits at least once per term.

In the case of an emergency no one should stop to collect personal belongings.

Everyone must assemble calmly on the pavement opposite the Centre (adjacent to Iceland's carpark) until they receive further instruction.

Copies of the emergency procedure are displayed in all studios and on all notice boards.

Location of exits/ fire doors

- Front door/ main entrance at reception
- Front and rear of garage corridor
- Foot of the back staircase
- Inside studios 2, 4 and 6

Safeguarding

SA Performing Arts Centre aims to provide protection for the children and vulnerable adults who receive our services and provide staff with guidance on procedures they should adopt if they suspect a child or vulnerable adult may be experiencing or be at risk of harm.

The Centre operates a Safe Recruitment policy which ensures that all adults employed by the Centre are fully DBS checked and suitable to work with children and vulnerable adults.

Designated Safeguarding Officer: Lucy Sage

Deputy Safeguarding Officers: Lou Coel and Gina King

Welfare/ Pastoral Care

SA Performing Arts Centre is committed to promoting an environment where each individual is nurtured and cared for. The Centre prides itself on creating a supportive and caring atmosphere where discussing any difficulties users may be experiencing is encouraged.

If users have any concerns or problems during their time at the Centre they must act responsibly and seek help and advice from a member of staff.

A help sheet is given to all full-time students; which includes contacts for specialists in eating disorders, sexual health, depression, physiotherapy, hospital A&E's, NHS drop in centres and many other services that may be of assistance especially outside of the Centre's hours. Additional copies of this document are available from reception if required.

Privacy Policy

SA Performing Arts Centre uses data to improve user experiences and ensure they receive all relevant information. By registering at the Centre, users agree to the collection and use of information in accordance with the Privacy Policy. The Centre will not share data with other parties unless they are explicitly given permission to do so.

Equal Opportunities

SA Performing Arts Centre provide equal opportunities amongst all of our users. The Centre aims not to discriminate directly or indirectly, on the grounds of age, race, colour, gender, ethnic origin, nationality, marital status, sexuality, political belief, religion and mental or physical disability.

Bullying, Harassment and Discrimination

SA Performing Arts Centre is fully committed to the development of positive policies and procedures to eliminate discrimination and actively promote equality of opportunity for our staff and students. The Centre believes that where respect for diversity and equality of opportunity exists, all staff and students work in a more rewarding and less stressful environment; one where discrimination, prejudice and harassment are not accepted, and one more likely to enhance performance and achievement, allowing all members of the Centre to fully utilise their skills and talents and achieve their full potential.

Any allegation of harassment, discrimination or bullying will be treated very seriously and, if proven, may result in disciplinary action being taken against the perpetrator.

Whistleblowing Policy

This policy is intended to provide a means of making serious allegations about standards, conduct, financial irregularity or possible unlawful action in a way that will ensure confidentiality and protect those making such allegations in the reasonable belief that it is in the public interest to do so from being victimised, discriminated against or disadvantaged.

SA Performing Arts Centre takes all allegations seriously and will respond accordingly.

Policy Implementation

All policies will be implemented throughout the Centre and staff, full-time students, part-time student and any other Centre user will be expected to comply.

These policies can be viewed in full by speaking to a member of reception staff.