9.0 - Staff Induction Policy:

The Management Committee is responsible for ensuring all members are given an initial induction. In cases where further training is required, this will be initiated by an appointee of the Management Committee. However we run our business with staff who have developed from a pupil to a helper/ teacher so they are familiar already with the way the Dance school works.

The Diamond Dancentre requires all staff to sign to say they have read and understood the Policies and Procedures. A copy of the company Policies and Procedures can also be found in the reception at Diamonds.

All new class teachers are required to participate in classes and to shadow other teachers before conducting a class alone.

All new private lesson teachers are required to have signed to say they have read and understood the “What a private lesson teacher should be aware of” form.

All reception staff are required to shadow the receptionist before being left alone.

All staff are required to:

Fill in personal details about themselves including their emergency contact details;

- Inform us of qualifications they have.
- Inform us if they have already been checked with the DBS.
- Produce a photocopy of their passport (where relevant).
- Initially sign to say they are aware of the Fire Evacuation Plan and the First Aid Emergency Plan.
- Receive training on kitchen equipment (where relevant).

9.1 - Training Policy:

The Diamond Dancentre aim to train the staff to the highest possible standard to ensure high quality teaching. Staff will be required to attend regular staff training, advanced class groups or book private tuition for this and will be advised when needed. Staff are encouraged to approach the Management Committee if struggling or in need of advice.

9.2 - Procedure for courses:

For all certificated courses i.e. courses requiring a qualified trainer and certificate, an accredited trainer will be used.

Where there is a preferred trainer within the branch, these will be used to undertake the training.

9.3 - Work Experience:

Under the Health and Safety Law, work experience students are our employees. They are treated no differently to other young employees.

Definition of a young person:
- A young person is under 18 years of age.

Diamond Dancentre is classed as a low risk working environment with everyday risks that will mostly be familiar to the student, therefore our existing arrangements are acceptable.

During a work experience induction the student will:
- Fill in a form with their personal details and emergency contact details.
- Be informed of who they report to.
- Sign to say they have been shown where the fire exits are.
- Sign to say they are aware of the First Aid kits.
- Given a brief verbal introduction on the potential hazards in the workplace and what we do to monitor them.
- Receive their timetable for the duration they will spend with us.
- Receive a brief introduction on the tasks they will be carrying out.

A student on work experience will always be shadowing a member of staff or volunteer, they will never be alone.

It must be considered whether the work the student will do:
- Is beyond their physical or psychological capability. This could be something as simple as reminding them of manual handling and to bend correctly.
- Involves harmful exposure to substances that are toxic. They will not be exposed to cleaning chemicals.
- Involves harmful exposure to radiation.
- Involves risk of accidents that cannot reasonably be recognised or avoided by young people due to their insufficient attention to safety or lack of experience or training.
- Has a risk to health from extreme cold, heat, noise or vibration.

A child must never carry out such work involving these risks, whether they are permanently employed or under training such as work experience.

A young person who is not a child, can carry out work involving these risks if:
- The work is necessary for their training.
- The work is properly supervised by a competent person.
- The risks are reduced to the lowest level.