

Diamond Dancecentre

Welcome to our dance
school

Please find information about us and how to become a member, if you have any questions, please contact us.

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Welcome to The Diamond Dancentre,

The Diamond Dancentre has been established in North Camp, South Farnborough, since 1967. The School is managed by directors Colin and Jacqui Donaldson and their daughters Cara and Kerri-Anne. Colin and Jacqui are both fully qualified Ballroom, Latin American, and Freestyle professional teachers and are appointed examiners with the International Dance Teachers Association. Both daughters are also qualified with the same association.

During their early dance life both Cara and Kerri enjoyed very successful competitive dance careers. Both daughters began dancing at the young age of 2 and took part in their first competition at the age of 4. Alongside their competitive careers they have both made regular appearances on television shows such as The Generation Game and Britain's Got Talent. Cara has taken part in the London Marathon and is currently studying for her Personal Training Qualification, whilst Kerri is working alongside the celebrities behind the scenes at Strictly Come Dancing, having spent the past 4 years working on the French version of Dancing with the Stars. From four years until their late teens, they competed and won many championship titles here in the UK and also in many overseas countries.

The dance school has been hugely successful over the years training thousands of local social dancers with many pupils taking medal grade examinations and competing at the highest level around the UK. Our dancers have also been seen themselves on Britain's Got Talent, having been asked to audition.

In addition to the four directors, the dance school has a group of dedicated support teachers, including Colin's first daughter Amanda, who work together to ensure the success of the school continues far in to the future.

In addition to the usual dance classes, private lessons are available any time of any day, subject to teacher availability. During the year there are many social events for customers to enjoy, and also within the customer base, there is a group of volunteers suitably named Friends of Diamond Dancentre. This group arranges various fund raising days for the benefit of the younger members of the school.

Whether you are looking for Ballroom, Social dance, Latin American, Freestyle (Disco), Street dance, Zumba, or the new Clubbercise discipline, there is always something to suit you within the school programme. We cater for all age groups with classes for children as young as three years, up to our Thursday tea dances for senior citizens.

If you would like more information, or you are interested in joining any of the activities on offer we invite you to become a registered member. *MEMBERSHIP IS FREE!* To enrol please visit our website: www.diamondsplus.co.uk

You can also find us on Facebook, Instagram, Twitter and Snapchat. We also offer a FREE Diamond Dancentre app. This can be found in the app store for android or smart phone.

We also accept card payments, contactless, apple pay, and old fashioned cash.

If you are already a registered member, please refer to our separate sheet for information regarding specific activities and how to take part in them

Adult Social dancing at the Diamond Dancecentre:

We run weekly classes and private lessons for those of you who are interested in just learning the basics or furthering your basic knowledge. Social dancing is a relaxed fun form of ballroom dancing rather than the in depth technical side of competitive dancing, especially with our very own licensed bar

Our system of teaching is broken down into 3 classes.

- **A Class** - Absolute beginners - 7.15 - 8.15 pm Monday evening

Everyone starts out in in A class where the aim is to teach you the basic steps of each rhythm. Repetition and practice are key to progressing through this class. We also cover the fundamentals of lead and follow.

- **B Class** -Improvers - 8.05 - 9.10 pm Monday evening

Once you have mastered the basics, you move on to the improvers class. Here you will learn more figures/steps, develop your lead and follow and we start to introduce a little more technique into your dancing.

(A & B Classes cover a four or five week period depending on the month and start on the first Monday of each month. We look at one latin and one ballroom dance per course.)

- **C Class** - Advanced class 9.00 - 10.30

Here you learn entire sequences of figures, that can cover the full length of the dance studio. Over the first four weeks of the course, you will learn and master new steps. Culminating in the last two weeks, where you will perfect the routine through more in depth technical study of the figures.

What should I wear?

Like any event, there's always the fear of being over/under dressed. For a dance class, it's appropriate to wear something comfortable and easy to move in. You don't have to show up in your finest but you can wear something you look and feel confident in! As far as shoes go, make sure they're clean and comfy. Shoes with thin, smooth soles and short heels are great for dancing, please try to avoid trainers as these can grip the floor and lead to knee injuries.

When will I be able to progress?

That is entirely up to you, although the teachers may encourage you to move on, they can not force you. It is up to you when you are ready to move to the next level. If you feel that you have mastered all the steps in A Class then you can move onto B class and so on.

If you are not confident, then you can, if you wish, attend two classes for a discounted price. This will aid in reminding you of the basics, and then taking you a stage further in the same evening.

As dance instructors, we're here to create a relaxing, non-judgemental environment for you to learn and create. If you have a question or feel any discomfort during the lesson, feel free to talk to your instructor. We will not force anything upon you and we won't push you beyond your abilities. We want this to be a fun, enriching experience for you and we'll do anything to make it that way!

Do I need a partner?

You do not need a partner to join in any of our classes, time permitting, we have trained staff ready to partner up with you. Ballroom and Latin steps can be learnt solo or there's the option of dancing with another member of the class.

When do I pay?

You can pay as you go, or you can pay a discounted price for the entire course on the first night of the course which is the first Monday of each month. We also offer a discounted price if you attend more than one social class during that evening.

What are the differences between private lessons and group classes:

Group classes tend to be a larger group of people all learning from one teacher. These sizeable dance classes give you a little taste of different dance styles. It's also a great way to socialise and meet new people. If you are keen to develop your skills further in a particular dance style or you are preparing for a special event, the one-on-one private dance lessons are best for you. In a private lesson, your instructor can personalise the experience based on your dance levels, interests and goals. You can also learn at your own pace. If you are unsure about which route to take, talk to our instructors or try both to decide what fits you best!

I have learnt to dance, now where can I practice this new skill?

- Thursday Dance Practice

Every Thursday evening, we hold a social dance practice from 8.30 pm until 10.00 pm. We play 3 or 4 tracks of each rhythm, and you are free to dance as much or as little as you want. The great advantage to this practice is that teachers are there and can help you iron out any problems you may have from Monday night class.

- Thursday Tea Dance

We host a Tea Dance on a Thursday afternoon between 2pm and 4pm, There you will find a relaxed atmosphere, be welcomed with a complimentary cup tea, and have another chance to try out what you have learnt.

- Saturday Social

We have a social evening once a month, giving you another chance to get up and dance. Not only will you be able to practice the established rhythms, there will also be the opportunity to dance a number of sequence dances.

Beyond the activities at Diamond Dance centre, you can also dance on cruises, holiday breaks and there are numerous other dance locations around the Farnborough area.

Children's classes:

We believe in making dancing fun, however we support this by teaching the techniques, style and terminology within the class structure. We specialise in Ballroom, Latin American and Freestyle classes for children.

Our Under 5's Class is the base of our school, this is the class where the young dancers start to learn how to move their feet and listen to music whilst having fun. We take children from the age of 3 in these classes.

Our younger pupils follow the IDTA Rosette syllabus which aims to inspire young minds. Following the IDTA syllabus allows the children the opportunity to take examinations, which we encourage, at our 6 monthly sessions. As part of the syllabus, the children are taught a set of Ballroom or Latin American routines and then an additional Disco routine choreographed by the teacher. This ensures the children have the opportunity to experience a wide range of dance styles and rhythms. The Rosette dancers play an important role in our success, many regularly taking part in competitions and medal examinations.

Our Under 8's Class is our next level. This is the class where the young dancers build upon the the basics of technique and dance style from the Rosette syllabus. This gives the pupils a structured progression. As with the rosette, the children are taught a set of Ballroom or Latin American routines and then an additional Disco routine choreographed by a teacher. As well as working towards examinations, dancers are also given the opportunity to compete against other dance schools, and perform in our biannual presentations.

We offer Under 16 Latin American classes on a Monday, Friday and a Saturday. Under 16 Ballroom classes are also offered on Saturdays. If you are an absolute beginner, we would advise either a Monday or a Friday, however these classes are also suitable for all levels and abilities.

Our Saturdays are our more competitive classes continuously working towards the Supadance League and IDTA Nationwide competitions. In all of our children's classes we follow the IDTA syllabus and as such work towards IDTA medallist examinations. Throughout the year we also offer our dancers the opportunity to enter medallist competitions as well as performing in our biannual presentations.

Do I have to take exams?

The answer is no. If you do not want to take exams that is fine. However you will still progress through the various grades and classes so that you can learn more difficult routines but no one is forced to take exams to ensure this. The only reason we would expect you to take an exam is if you want to compete and represent the dance school at any time. You will read later that we run competitions throughout the year under the IDTA and the Supadance League. To enter these events you will need to have taken a medal test within the past 12 months. We encourage you to take two per year in each discipline of dance. This will ensure your eligibility for all the events that we attend.

No one is pressured to do anything they don't want to do. Just come along and have fun!

Do parents stay and watch classes?

We will never stop a parent watching a class however we ask them to either sit upstairs, in the bar or in the cafe where we have a TV showing what is going on in the hall. We ask that the hall is left purely for those taking lessons and/or classes.

I've never danced before, do you have classes to suit me?

We have classes to suit all abilities, from complete beginners to those who have previous experience and are looking for more of a challenge. If in doubt, just speak to reception in person or by calling 01252 548748.

Do you have dance classes during the school holidays?

Yes, we run our classes all year.

Can I join a class at any time?

Yes of course! All our regular classes are run on a drop-in basis. However we advise you to contact reception before you attend.

What are Private lessons:

A private lesson is one on one tuition. This can be either solo or in couples.

Beginners or advanced dancers; our private dance lessons are the ideal way to work towards your goals with one of our dance teachers. We will discuss your individual requirements, your objectives and expectations. You will have a dedicated teacher providing 1-1 teaching for the full session. Sessions are run in 25 minute durations. A private lesson can be a way to fast track your learning or top up your existing knowledge. We will select the most suitable teacher for your dance requirements and will ask the allocated teacher to arrange the lessons with you.

Private lessons are available during the week, weekend, morning, noon or night depending on the availability of the allocated teacher.

Private lessons are for you if you:

- . would like to learn the basic steps of Ballroom, Latin American or Freestyle.
- . are an experienced dancer looking to improve your competitive style or technique.
- . are preparing for your professional exams.
- . are preparing for your Wedding dance.
- . have a favourite song and would like to learn to dance to it.

For lesson fees, or bookings, please speak to reception.

Why not learn about our competitive side to the dance school.....

What is a Medal Test?

Once you have registered as a member and learnt the basic steps you are able to enter for what we call a Medal Test. As qualified members of the IDTA, the Diamond Dance Centre may enter their pupils for IDTA examinations at amateur, performer and professional levels. The Association offers a wide variety of tests and awards for amateur/social dancers including Rosettes, Stardance Awards, Pre-juvenile Groups Awards, Preparatory and Primary Grades; plus a wide range of medal tests in many genres, from one dance through Bronze, Silver and Gold medals and advancing through the Bars, Stars and President's Awards to the International Supreme Award.

If you attend classes or private lessons, your teacher will inform you or your parents when you are ready to take a medal test. The medal test will always be run at the Diamond Dance Centre and always at the weekend.

The pupil will be required to perform their medal test in front of an appointed examiner. Rosettes and Star dance will be assessed in a group but all age 10 and above who are performing Juvenile, Junior or Adult medal tests will be assessed as a solo performer. A partner will be provided. Your performance will be marked by the examiner. Your award may be presented at our bi-annual presentation day.

What is a presentation day?

We run presentation days individually for the Monday, Friday and Saturday classes. Our presentation days are more often than not attended by the younger side of the school however we do encourage all age groups to attend. During the 3 to 4 hours we offer a selection of competitions for all those who wish to enter. Our Monday and Friday presentations are smaller as they are not catered for the competitive dancer, however our Saturday classes are our advanced children's classes therefore our presentation days are very busy.

At each presentation we will present the medals that were taken at the recent medal test. We also present a large selection of other awards too, including awarding the highest marks for each grade. Presentation is the only time where the school comes together as one individual unit to present their dancing to you all.

What is the Nationwide Medallist of the Year competition?

Once you have taken a medal test you are then eligible to enter into IDTA run competitions. One of which being the “Nationwide Medallist of the Year Qualifiers” where a specific number of dancers are selected to represent the South of England at the Nationwide Finals in Blackpool.

This competition is run once a year usually October time. You will be marked as a single dancer in the competition, however you will be allocated a more experienced partner to assist you to achieve your best possible result. A partner that is right for you.

You can choose to compete in Ballroom and or Latin American, most compete in both, and this also gives you the best possible chance to qualify and dance in the prestigious Wintergardens Ballroom the following April where they hold the Nationwide finals.

What would I be required to do on qualifiers day?

The day covers all age groups and you will only be required to attend for the duration of the event that is relevant to you.

All competitors are required to dance 4 dances. 2 Ballroom and 2 Latin American. Rosette and Stardance are set syllabus work. Each category over the age of 10 will have one selected basic rhythm. These rhythms change each year and are selected by the Nationwide Committee.

If I qualified to dance in Blackpool, what would happen next?

If you are one of the lucky competitors, you will be allocated a partner who will be invited to join in your lessons when your teacher feels it is appropriate. There will also be organised practice sessions for each age group. Advanced dancers who agree to partner, do so selflessly and attend these lessons and practice sessions wherever possible.

What happens when I get to Blackpool?

Nationwide Medallist of the year is held over a two day period. Saturday and Sunday. Depending on which genre you qualify in, you need to attend the allocated day or days. Each round will consist of 2 dances selected by the committee up to and including the Semi Final. For those who make the final, all 5 dances will need to be performed.

What is the Supadance League?

For the past 28 years Diamond Dancecentre have been competing in a team event sponsored by Supadance Shoes. This is called the Supadance League.

The league consists of 6 events throughout the year and is made up of medalist schools from around the country. There are 4 areas. Each area organises its own events to establish the league results.

All areas then come together for the Grand Finals in December.

Supadance is a couples competition only and therefore one would need to find a dance partner of similar age and ability to take part. Each school is required to enter their pupils in teams of 4 couples of the same age group. The age groups are as follows:

Juveniles (12 and under)
Juniors (16 and under)
Adults (over 16s)
Seniors (over 35s)
All Ladies (over 12s and above)

Age groups are determined by your age on the day following the previous years Finals.

Historically the Diamond Dancecentre regularly enters 3 or more teams in each category every year, and this gives the opportunity for many of our dancers to take part.

The 6 events during the year normally take place within a 1 - 2 hours drive from home. These matches consist of competitive events between schools which determine the divisions and placings for the Finals at the end of the year. Alongside the team matches, couples supporting competitions are also included in the programme.

A Supadance Match:

A team is made up of 4 couples. They will be entered under a team name and will often maintain their place in the team throughout the year, however nothing is set in stone and changes can take place depending on ability, dedication and results.

On the day there will be team matches for all age groups. We often run a match for the under 8s, to introduce them to the structure of the league.

A match consists of 2 Ballroom dances and 2 Latin American dances. Each couple in the team will dance against opposing schools on a rotation basis. The match is completed at the end of the 4th dance by the 4th couple.

Juveniles will only dance Waltz, Quickstep, Cha Cha and Jive within their matches but all other age groups will also incorporate Foxtrot, Tango, Samba and Rumba within the Supadance league year. The points from all matches will be accumulated to finalise the area results. These results then decide on the divisions that the teams will compete in at the National Finals.

What is a couples supporting competition?

At each match there are also supporting events for each couple to participate in. This would normally be one Ballroom and one Latin American competition divided by age groups.

What happens at the Finals?

The Finals are held over a weekend at the beginning of December. The event begins on the Friday evening with an opening ceremony where the directors, adjudicators and schools are introduced to each other. During the weekend there are supporting couples competitions, including a prestigious 4 dance event, often held on the Saturday evening. Team matches are held over the Saturday and Sunday. Prize presentation is taken at the end of the Sunday evening.

If you would be interested to learn more about Supadance please speak to reception or your teacher.

For any of you that may want to start competing or have just started competing, please note the following points you may need to be aware of:

For the males:

Juvenile:

Black trousers and a white shirt. These can be everyday wear or tailored by a dance company.
Black tie (Ballroom) black bow tie (Latin)
Dance shoes
Black socks

Junior and Adult:

All other age groups are allowed to wear clothes of their choice for all supporting events, but there are restrictions for team matches.
Dance shoes

For the females:

Juvenile:

Juvenile dresses must be within the regulations stipulated by the governing body of dance. The British Dance Council. This governs style, colour and fit.
White socks and cuban heel regulation shoes.

Junior:

All other age groups are allowed to wear clothes of their choice for all supporting events. For team matches, separate skirts are allowed for the relevant genre.
Dance shoes

Bits and bobs:

Safety pins for your number (this will be placed in the middle of the boys back)
Hair nets
Hair spray
Hair pins
Hair gel
Deodorant
Make up
Shoe brush
Plasters
Diamond Jacket

These are general guidelines, for more information please speak to your teacher or reception before committing financially.

Student guidelines and behaviour policy:

Diamond Dancentre states that any unacceptable behaviour will not be tolerated, either within the Dance Studio or at any event / performance where the Diamond Dancentre is being represented. Unacceptable behaviour may result in the pupil's exclusion from the school. Unacceptable behaviour will not be tolerated from parents / carers or other family members and could result in parent/carers or family members been banned from the dance school / events / performances. Unacceptable behaviour includes - swearing, fighting and derogatory comments towards others. Most importantly whilst at examinations / performances / events you are all ambassadors and representatives of the Diamond Dancentre and we expect you to behave in a manner showing this. You are encouraged to fully support your school and the dancers within it. Should any issues arise that are a cause for concern, please let the Management Committee know and we will deal with the situation appropriately.

Studio rules:

- Mobile phones - These may be brought into Diamonds, but ensure they are on silent during class times
- Strictly No Chewing Gum permitted in Diamonds
- There is to be no running in the hall at any time
- Spectators are asked to sit either in the shop, the bar or upstairs. We ask that only participants sit in the hall
- No food or drink must be brought into Diamonds
- Students are responsible for their own property. We will not be responsible for lost or stolen items
- All students are encouraged to remain inside Diamonds whilst they are waiting to be collected
- No person is permitted to take photographs or make recordings of a class or lesson without the permission of the coach / member of staff
- Make sure there is correct usage of the bins provided.
- All traffic in the studio needs to enter and exit through the shop reception unless directed otherwise.

Guideline for participants:

- All students are expected to show consideration and respect to all teachers & coaches in the school and also to each other. This will ensure a happy and pleasant environment for everyone.
- All students must conduct themselves with honesty and courtesy and show consideration to all teachers and coaches, fellow students, parents and staff.
- Students need to remember they are a role model for other students and show leadership by setting an example through their actions and speech. They need to embrace the dance family rules.
- All students need to take responsibility for adhering to the rules of our studios. To bring up concerns with the appropriate person and be willing to receive direction and coaching as appropriate.
- All students need to represent a high level of integrity and avoid gossip, criticism or disparaging comments about fellow students, teachers & coaches or others involved in our studio. Have the willingness to face issues and concerns with maturity and dignity.
- Parents will be notified if student behaviour becomes unacceptable.
- Attempt to arrive a minimum of ten minutes before the class or lesson is due to start and attempt to pick your child up no more than ten minutes after the class has finished.
- Inform a teacher or receptionist if for any reason you need to leave the class.
- Ensure you are not eating when taking part in a class or private lesson.
- Always collect your child from the dance school if they are under the age of 13.
- If you arrive early, please ensure you wait with your child until his or her class begins.
- We will ensure that anyone who participates in a class is ready to do so, if we believe participants are not sufficiently warmed up, we will ensure we go through a warm up.

- Ask if you need permission to leave during a lesson.
- Please give 48 hours notice if you wish to cancel a lesson, otherwise you will be charged the full amount. If a teacher cancels your lesson within 48 hours, they are required to offer you an alternative teacher or an alternative time.

Uniform guideline:

- Wear suitable attire
- If participating in a Zumba or a Fitness class, please wear comfortable trainers or plimsoles that support dance moves. Think side to side movements.
- If participating in a Latin or Ballroom class, please dress comfortably, (light breathable clothing, no jeans) especially comfortable shoes (we would recommend no heels whilst learning). You may wear your Latin or Ballroom shoes if you have them.
- Ensure you are not wearing any large or dangling jewellery that can be caught or pulled out.

Medical / Health Policy:

If you or your child are due to be on the premises we require you to inform us of any medical conditions that may affect the person during their time with us. This could either be done through the registration for Diamond Dancentre or the member of staff on reception. This information will be kept confidential and only referred to in cases of emergency.

Diamond Dancentre will not take any responsibility for any medicines or administer in an emergency but individuals are permitted to keep their personal medicines within their personal belongings relating to their condition in an appropriate place. Please ask receptionist.

Late Policy:

If your child is more than ten minutes late, depending on class content, they will not be allowed to participate in the class as we will have warmed up by this point and it is not safe for your child to join a class without warming up.

Break Policy:

The Diamond Dancentre are aware that some students will have breaks in between lessons and classes and also often be dropped off early. We are happy for this to continue as long as parents understand that we are not responsible for them during this time. We would certainly advise that younger students are not left by themselves during break times. The dance school is not responsible for any items or valuables during lesson times.

Possible bad weather disruptions or cancellation of classes:

In the event of bad weather, a decision will be made as early as possible whether or not to cancel activities within the studio. Notices will be sent out via email. Notices will also be put on the school website and Facebook. The above procedure will also apply if lessons are cancelled for any other reason.

Qualifications:

If you wish to see copies of any DBS checks please ask.

How to pay:

We accept cash, card, contactless and Apple Pay.

Gift Vouchers:

Vouchers are available from reception.

Guidance and Policy for Unsupervised Children:

The NSPCC recommends that all children under 13 years must be supervised by their parent, carer or guardian. This is due to concerns that they may not be mature enough to deal with an emergency or certain situations.

It is a parent's decision as to what age they allow their child to attend dance venues unsupervised. It is a parent's responsibility to teach their child how to respond to emergencies or situations that may arise outside the house, so they feel confident when their child is not under their supervision. Children in lessons are under the care and supervision of the principle teacher and or any other cover teacher.

Children who have breaks between classes or wait for classes to start are NOT under the supervision or responsibility of the dance school, the venue in which classes take place are also NOT responsible for your child during these times. Children under the age of 13 years should be supervised during any break times when taking dance classes. It is the parent's responsibility to put plans into place to find suitable supervision during break times and the child should be informed of this.

At other dance events like exams and competitions, children under the age of 13 years old should be supervised by an adult over the age of 18 years+.

We are only responsible for children within their class or lesson time.

Permission will be sought anytime the child will be doing something away from the studio.

Health and Safety:

Diamond Dancentre takes seriously their responsibility to ensure the safety of their pupils. All pupils must complete the online Registration Form when joining the school with clear information regarding emergency contacts and any relevant medical history.

A copy of emergency contact numbers will be kept on the secure database.

It is the parent's 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 responsibilities.

The School will undertake regular assessment of risks regarding the premises.

We are committed to ensuring all employees/volunteers are competent to do their tasks and to give them adequate training.

It is the school's responsibility to keep a fully equipped First Aid Box. In case of an accident/incident – an Accident/Incident report must be made.

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 should understand that dance is as active and engaging as any sport, and whilst every effort is made to avoid them, 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 waiting, changing and toilet areas.

Students/parents or guardians should inform the teacher of any special health considerations or existing injuries before participating in class.

Parents must be responsible for ensuring your child's punctuality. Teachers are not available to supervise late pickups. Students may be refused entry if they are continuously late for class as they are missing out on warming up safely for class.

Dress code must be observed at all times, especially footwear for safe dance practise. Only indoor shoes, trainers, plimsolls and dance shoes are to be worn in the studio to protect the floor and for Health and Safety.

Pupils should not wear any jewellery that may pose a risk to themselves or others (stud earrings, and jewellery worn for religious or cultural reasons are acceptable).

Public Insurance Liability:



The principals of the Diamond Dancentre has public liability insurance. Any locum teacher who teaches classes will be either covered via this insurance, or will have their own personal insurance.

Smoking Policy:

Diamond Dancentre has a non-smoking policy, smoking is not permitted anywhere within the centre where lessons take place. This is due to the health hazards of smoking and passive smoking, and also because the centre regularly holds activities which involve young children.

Drugs & Alcohol Policy:

Diamond Dancentre has a strict no drugs & alcohol policy. Any pupil, teacher or volunteer found using drugs or alcohol whilst attending classes or working at the school, will be presented with a verbal warning. Parents will be advised if the pupil is under the age of 18 years.

Extra Activity Summer Schools:

All summer schools will be run with extra care in mind. The pupils will now be attending for a full day as opposed to just their class or lesson. A register will be kept each day with a list of 2 emergency contact numbers on, as well as any medical issues. If the children are being taken off site, a risk assessment and a parental signature will be required. Our ratios will reflect Ofsted ratios.

- 0 - 2 years 1 adult to 3 children
- 2 - 3 years 1 adult to 4 children
- 4 - 8 years 1 adult to 6 children
- 9 - 12 years 1 adult to 8 children
- 13 - 18 years 1 adult to 10 children

Collection Policy:

All parents and carers are asked to collect their children from Diamonds as soon as the child's activity has finished, this is if they choose to drop off originally. All children are encouraged to remain in the hall until they have been collected however our duty of care ceases when the paid tuition/activity is complete. We encourage all under 13s to be collected from within the dance school. We will only be responsible for the child for the duration of the activity that they are at the studio for.

Diamond Parental Guidelines on digital media:

To ensure all the children in our school are safeguarded, the following rules and guidelines are in place to minimise the risk to all.

Internet Access:

The Internet via the Diamonds Wi-Fi, which we are aware the customers and staff connect to, is a business connection so therefore some websites are restricted by our content control bar, which protect our younger customers from accessing adult sites, erotica or violent games.

Internet Use:

We are very aware how much the world has changed with the digital age. As such, Diamond Promise:

- All our digital accounts are password protected and managed by a designated person, overseen by the management committee.
- No personal information will be posted about anyone without their prior consent and that information will be kept to a minimum.
- Consent will be sought from parents/guardians for use of images of your children to be used in any digital format, i.e. photos, videos or live streaming. This is captured on the signup to the web page, but can be amended at any stage by an email to The Management Committee.
- Our staff will not contact young people directly through personal accounts regarding dancing matters; the parent is always the liaison, unless otherwise agreed.

On your social media posts, please be aware who you are tagging, and ensure that they are happy to be named. Please note that we may ask you to delete posts if they are deemed inappropriate towards staff and/or the studio.

Photography and videography

With regard to this area, Diamonds will allow you to photograph and video your own family performing and post on social media where appropriate. However please be careful to ensure that the photograph is appropriate and avoid images and camera angles that may be more prone to misinterpretation or misuse by others. However, please check and abide by rules set by Organisers at all external events. Medal test examinations may **NOT** be posted on social media, this is an IDTA rule. This is announced on the day of each medal test at the beginning of every group.

Photography/videography etc. in dance schools is subject to many different acts of legislation, protecting the privacy of individuals and families. As well as these statutory rights, restrictions on photography arise from issues of safeguarding and copyright in performances. Diamond Promise that:

- Coaching filming will only take place on the pupils/parents equipment, never on a teacher's device.
- We may video or photograph your child for use on our website or in press and publicity information. By giving consent via the Diamond Dance Centre website you will be agreeing to your child being included within these images, without permission being requested for each and every individual occasion. You are also informed that there is a live stream of the Dance Centre rolling in the cafe, for parents to observe. Please inform reception if you are unhappy with this and it will be turned off.