

The Du Boisson Dance Studios

Hiring and Private Coaching Policy

The Du Boisson Dance Studios are situated on Bulwer Street, Shepherds Bush. We have three studios that can be hired for private coaching sessions or rehearsals. Each studio varies in size depending on the needs of the hirer. Before hiring can be confirmed the following documents and information are required.

1. A copy of the hire's Public Liability Insurance.
2. If working with children a copy of the parent/teacher contract. This should include confirmation that the teacher has an up-to-date DBS certificate and that both the parent, teacher and student has sufficient means of contacting each other if in the event of an emergency.
3. Agreement on both sides that they have read and understood The Du Boisson Dance Health and Safety policy and Emergency Evacuation procedure which can be found on this document.
4. Teachers must have in place their own Physical Correction policy.
5. The date, time, and which studio is to be used.
6. Studio payment completed before use.

The Du Boisson Dance Studios is home to the West London School of Dance and the London Vocational Ballet School. We ask that anyone hiring the studios does so with the up most care.

Health and Safety

Space

- Check that the studio is clear enough to work in.
- Is the space large enough to accommodate the lesson?
- Is the space accessible?
- Are all the emergency fire exits clearly marked and are not blocked?
- Any damage to the studio should be reported to the office immediately.
- Please close any windows or doors after studio use.

Floors

- The newly sprung floors fitted by Harlequin are designed to be hard wearing and yet gives dancers a softer landing when jumping.
- Make sure nothing has been spilled and that the floor is not damaged in any way.
- No glass bottles or cups of any kind are allowed in the studio.
- No high heel shoes to be worn in any of the studios nor socks as this makes the floor slippery.

Ventilation and Heating

- The studio is carefully monitored so that the temperature is comfortable for dancers to work in.
- The temperature maybe controlled by a thermostat or by opening the windows. Please make sure they are closed and locked after.

Electrical equipment

- All electronic equipment at The Du Boisson Dance Studios is PAC tested.

Music Rights

- The studios pay an annual fee to the Performing Rights Association. This allows hires to not only have live musicians but to use recorded music. We ask that music is kept to a sensible level as the studios are on a residential street.

Accidents

- If an accident happens in the dance studio or in the building the hirer / teacher must inform the parent immediately and then contact the office so that a log may be made in the accident book. If the teacher or adult is injured the office would need to be informed so that a log may be made.

Evacuation Procedure

Discovering a fire or other Emergency

- The priority in the event of a fire is the safe and rapid evacuation of everyone in the building.
- If you see signs of a fire or other emergency sound the fire alarm. The red boxes are located around the school building.
- If safe to do so, you may attempt to control the fire but NEVER put yourself at risk!
- Evacuate number 25 Bulwer Street: The Evacuation Meeting Point is across the road outside number 58 Bulwer Street and vice versa. If you feel that the assembly point should be moved at any time do so quickly and without hesitation.

If you are cut off from a fire

- Close the door, using clothing to block any gaps
- Go to the window and attract attention
- If the room is smoky, stay low to the ground
- If the window is jammed use clothing to break glass
- If appropriate get out of the window feet first.

Do not return to the building until you have been given permission to do so!

Recommended Physical Correction Policy

Dancing is a physical skill and in order to help and facilitate the student's learning the teacher will need, at times to physically guide a movement by touch.

Contact by the teacher is made, with particular awareness of the needs of each individual, to assist young dancers in correcting placement.

The teachers will treat any physical contact with due sensitivity and care.

We recommend that any teacher who works with children has their own Physical Correction Policy in place which is agreed by both the parent and student.