SCHOOL POLICIES

September 2026

Our approach

Relevé School of Ballet is committed to providing a consistently high standard of ballet and dance training in a professional, structured and nurturing environment.

We believe that every dancer should be given the opportunity to develop their technique, confidence and love of dance, regardless of whether they dance recreationally or aspire to pursue further training or a career in dance. We set high standards while recognising that every student develops at their own pace.

Our teaching is centred around good-quality dance training, appropriate progression and the individual needs of each child. We value discipline, consistency and attention to detail, while ensuring that students feel safe, respected, encouraged and appropriately challenged.

We believe that children learn best when they feel calm, happy and secure**.** Our teachers therefore aim to create an environment in which students can concentrate, make progress and develop confidence within clear and appropriate professional boundaries.

The safety and wellbeing of our students is fundamental to everything we do. We take safeguarding seriously and expect everyone within the Relevé community, including staff, students, parents and visitors, to contribute to a safe, respectful and positive environment.

We also believe in maintaining clear and professional communication. Parents and students are encouraged to raise genuine questions or concerns with us through the appropriate chanels, and we aim to deal with these appropriately, respectfully and consistently.

Our approach is underpinned by five core values:

Respect · Honesty · Integrity · Kindness · Responsibility

These values apply to everyone who is part of Relevé School of Ballet and inform the way we teach, communicate and work together.

Safeguarding

Safeguarding is everyone's responsibility

All staff, teachers, volunteers and other adults working with students are expected to understand and follow the School's *Safeguarding & Child Protection Policy* and to report concerns without delay. If a concern relates to the DSL, the alternative escalation routes must be followed.

Contents

1. **Code of Conduct**
2. **Safeguarding & Child Protection Policy**
3. **Appropriate Physical Contact in Dance Policy**
4. **Equality, Diversity & Inclusion Policy**
5. **Photography & Videography Policy**
6. **Acceptable Use of Mobile Devices & Photography/Videography Policy**
7. **Privacy & Data Protection Policy**
8. **Progression & Examinations Policy**
9. **Pointe Work Policy**
10. **Complaints Policy**
11. **Policy Review & Key External Contacts**

1. Code of Conduct

This policy forms part of the Relevé School of Ballet School Policies and should be read alongside the other policies in this document, the School Terms & Conditions and, where relevant, the Royal Academy of Dance guidance and requirements.

Purpose
Relevé School of Ballet is committed to maintaining a professional, respectful and safe environment in which students can learn and staff can teach effectively. This Code of Conduct applies to students, parents/guardians, staff, visitors and anyone else attending or representing the School. Everyone is expected to uphold the standards set out below.

Breaches of this Code of Conduct may result in appropriate action, including suspension, withdrawal of a student's place or termination of a family's relationship with the School. Serious breaches may result in immediate action. Where participation is terminated because of a breach of the *Code of Conduct,* fees will be handled in accordance with the School T*erms & Conditions.*

General behaviour
Everyone attending or representing Relevé School of Ballet is expected to conduct themselves in a manner that reflects the School's values and does not negatively affect the safety, wellbeing or learning of others.

The School should be a positive and professional environment in which students can learn and staff can teach without unnecessary disruption or confrontation. Aggressive, abusive, threatening, discriminatory or anti-social behaviour is not tolerated, whether in person, online or in connection with School activities.

Respectful Conduct and Communication
All communication with staff, students, parents/guardians, visitors and other members of the School community must be polite, respectful and appropriate.

Staff should never be subjected to rude, confrontational, dismissive, intimidating or disrespectful behaviour. Parents/guardians are expected to communicate with teachers and the School professionally, including when raising concerns, expressing disagreement or discussing their child's progress, behaviour or placement.

The School recognises that parents/guardians may have genuine concerns or may disagree with a decision. Raising a concern, making a complaint or expressing disagreement respectfully is not, in itself, a breach of this Code of Conduct. Concerns should, however, be raised through the appropriate School channel and in a manner that allows the School a reasonable opportunity to respond. Please email **office@releveschoolofballet.co.uk** to arrange a convenient time to discuss questions or concerns with the school.

Studio Access and Class Interruptions
For safeguarding purposes, parents/guardians must never enter a studio during a class without the express permission of the teacher**.**

Students must wait until the teacher invites them into the studio before entering. Students must never enter the studio when a teacher is not present.

Our teachers must be able to teach without interruption or distraction and remain focused on the students in their care. We therefore ask all families to keep noise to a minimum outside studios while classes are taking place.
Parents/guardians, please do not interrupt or approach a teacher during a class**,** except in an immediate emergency or where the teacher has invited them to do so. This includes entering the studio, calling to a teacher from the doorway, attempting to discuss a student's progress or behaviour, or interrupting a class to pass on information.

These boundaries apply regardless of whether the studio door is open or the class can be viewed from outside.

Questions or concerns about a student's progress, placement, attendance or behaviour should be directed to the School office rather than raised with a teacher while they are teaching. Please email **office@releveschoolofballet.co.uk** to arrange a convenient time to discuss questions or concerns about a student's progress, placement, attendance, behaviour and any other non-urgent matters with the School.

Gossip, Disparagement and Confidentiality
Members of the Relevé community are expected to respect the privacy and dignity of students, families, staff and the School. Private or confidential information relating to students, families, staff or School matters must not be deliberately shared with people who have no legitimate reason to receive it.

The School does not permit gossip, rumours or the deliberate circulation of unverified, private or confidential information about members of the School community. Knowingly false or deliberately misleading statements presented as fact, impersonation, unlawful discrimination, harassment, intimidation or communications intended to deliberately damage another person's reputation are not acceptable

No person may represent that they speak on behalf of Relevé School of Ballet unless authorised by the Principal. Individuals must not make comments or circulate information intended to undermine, discredit, embarrass, intimidate or damage the reputation of a member of staff, student, family or the School.

Concerns about a member of staff, another student, another family or a School decision should be raised directly with the School through the appropriate channel. They should not be circulated through parent group chats, social media or discussions with other families. Parents/guardians should not seek to encourage other families to take sides in a disagreement with the School, organise complaints through informal parent networks, or use group communications to criticise or undermine members of staff or other families.

This does not prevent anyone from raising a genuine concern or making a complaint in good faith. Concerns should be raised appropriately and respectfully, without unnecessary circulation to others.

Student Behaviour and Discipline
Teachers will normally address minor behaviour issues in the first instance and, where appropriate, inform the parent/guardian. Repeated or serious behaviour may result in further action, including suspension or withdrawal from the School.

Bullying is not tolerated, including bullying through messaging services, social media or other digital platforms.

Students are expected to:

- arrive ready to learn and appropriately dressed for their class;
- arrive 'ready to dance', with ballet shoes on where appropriate;
- listen to their teacher and follow reasonable instructions;
- treat teachers, staff and other students respectfully;
- behave safely and appropriately within the studio and wider School environment;
- enter and leave the studio quietly and walk rather than run;
- allow other students to learn without unnecessary disruption; and
- contribute positively to their class and the wider School community.

Food, Drink and General Health & Safety

- Relevé School of Ballet operates a **no-nut policy** at its venues. Products containing nuts must not be brought onto the premises.
- Food should not be eaten during lessons unless specifically permitted.
- Students should bring only water to class.
- Students should wear appropriate footwear around the premises and keep ribbons and laces secure.
- Parents/guardians should notify the teacher before class if their child is unwell or injured. The teacher may, at their discretion, restrict or prohibit participation where they consider this necessary for the student's safety or wellbeing.
- Should a student feel unwell or become injured during class, they must tell a teacher or staff member immediately.
- Students must not move heavy equipment, including ballet barres, without teacher supervision.
- If a fire alarm or other emergency occurs, everyone must follow the instructions of Relevé staff and the venue.
- Running, shouting and games are not permitted in studios, communal areas, courtyards or car parks.
- Scooters, skateboards and roller skates must not be ridden on the premises.
- Parents/guardians should drive and park carefully.
- Smoking is not permitted on the premises.

Drop-off and Collection

Children must remain with their parent/guardian until the teacher invites them into the studio. Students must enter the studio "ready to dance", with correct uniform and hair.

Parents/guardians are responsible for dropping off and collecting students on time. We suggest arriving approximately five minutes before class to ensure students are prepared for class.

Parents/guardians should return approximately five minutes before the end of class to ensure prompt collection. Children may only be collected by a named contact on the School's records unless the School has been informed in writing in advance of an alternative collection arrangement.

With prior written permission from their parent/guardian, children age 11+ may arrive and leave class on their own.

Attendance & Punctuality

Regular attendance is important for technical development, class continuity, examinations and performances. Attendance may be considered when assessing readiness for examinations or progression.

A student who arrives more than 10 minutes late may be unable to participate if the teacher considers it unsafe because the warm-up has been missed. Persistent lateness may result in a review of the student's place in the class.

Uniform, Appearance and Preparation
Students must wear the correct School uniform by the beginning of their second term with us.

Students should arrive ready to dance, with ballet shoes on where appropriate. Outdoor shoes must not be worn in the studio.

Grade 1 and above students should wear their hair in a classical ballet bun. Where hair is too short for a bun, it should be secured neatly away from the face using a suitable style such as plaits or similar. Fringes falling below the eyebrow should be styled away from the face.

Make-up should be minimal for normal classes. More substantial make-up is reserved for appropriate performances, photographs or competitions.

Students should not wear additional accessories with their School uniform unless specifically permitted. Bracelets, necklaces, anklets and rings should not be worn for class unless required for religious or other significant reasons. Small stud earrings are permitted; hoops and jewellery that may catch on clothing or another person are not permitted.

Changing and Personal Property
Students should use designated changing areas and should not change in unsuitable public areas. Children should not be expected to manage personal care beyond what is age-appropriate; staff will not undertake personal care that a child can reasonably manage themselves.

Students and parents/guardians are responsible for personal belongings. Students should not bring valuables into the studio or leave valuable items unattended in waiting or communal areas. Relevé School of Ballet is not responsible for lost, stolen or damaged personal belongings.

This policy was last reviewed on 7th October 2026

Signed:

Date: 7/10/2026

2. Safeguarding & Child Protection Policy

This policy forms part of the Relevé School of Ballet School Policies and should be read alongside the other policies in this document, the School Terms & Conditions and, where relevant, the Royal Academy of Dance guidance and requirements.

Purpose, status and scope

The safety and welfare of students is a fundamental responsibility of Relevé School of Ballet (RSOB). Safeguarding is everyone's responsibility. This policy sets out the School's safeguarding arrangements, the standards expected of adults working with students, and the routes for raising concerns.

The policy applies principally to children and young people under 18 who attend RSOB. Where an adult participant is an adult at risk, RSOB will also take appropriate safeguarding action and seek advice or make a referral to the relevant adult safeguarding service where necessary.

RSOB is an out-of-school dance setting rather than a maintained school or college. The School therefore does not present school-specific statutory requirements, instead RSOB follows the safeguarding framework relevant to out-of-school settings and has regard to current Department for Education guidance, including Working Together to Safeguard Children 2026, current Surrey safeguarding arrangements and relevant principles in Keeping Children Safe in Education 2026.

Staff receive additional instructions on recognising concerns, handling disclosures, recording incidents, reporting to the DSL and managing professional boundaries within the *Staff Safeguarding & Reporting Procedure* document.

Key safeguarding contacts

Contact	Details
Immediate danger	999
Relevé School of Ballet DSL Grace Buskell, Principal	07455 336032 office@releveschoolofballet.co.uk
Surrey Children's Single Point of Access (C-SPA)	0300 470 9100 (9am-5pm, Mon-Fri) cspa@surreycc.gov.uk
Surrey Emergency Duty Team	01483 517 898 (evenings, weekends and bank holidays) edt.ssd@surreycc.gov.uk
Surrey Local Authority Designated Officer (LADO)	0300 123 1650, option 3 LADO@surreycc.gov.uk
NSPCC Helpline	0808 800 5000 help@nspcc.org.uk
NSPCC Whistleblowing Advice Line	0800 028 0285
Childline	0800 1111

Parents, students and staff do not need to be certain that abuse or harm has occurred before reporting a concern. A concern, suspicion, disclosure or change in behaviour may be enough to report and may form part of a wider picture.

You will never be penalised for raising a safeguarding concern in good faith, even if the concern is later found not to require further action.

Parents, students and staff do not need to wait for the School to make a referral to either LADO or C-SPA if a safeguarding concern requires an urgent response.

LADO deals with allegations against adults who work or volunteer with children.

C-SPA is the main referral hub for children's social care, early help, and child protection concerns

If you believe a child is in immediate danger, call the police on **999**

Safeguarding principles

- Safeguarding is everyone's responsibility.
- The child's welfare and best interests are central to decision-making.
- It could happen here: concerns are taken seriously and acted on promptly.
- Children should receive the right help at the right time.
- Children should be listened to and treated with dignity and respect.
- The School will maintain an inclusive and anti-discriminatory culture.
- Safeguarding concerns should be recorded accurately and information shared where necessary and lawful.

What safeguarding covers

Safeguarding means protecting children from maltreatment; preventing impairment of their mental or physical health or development; ensuring that children grow up in circumstances consistent with safe and effective care; and taking action to enable children to have the best possible outcomes.

Safeguarding concerns may include, but are not limited to:

- physical, emotional or sexual abuse and neglect;
- child sexual abuse and grooming;
- child-on-child abuse, bullying, sexual harassment and sexual violence;
- domestic abuse, coercive or controlling behaviour and abusive behaviour in teenage relationships;
- child criminal exploitation, child sexual exploitation and other exploitation;
- online abuse, grooming, harassment, threats, harmful content and misuse of images;
- discriminatory abuse, racism or behaviour that places a child at risk or undermines their dignity;
- radicalisation, extremism and concerns relating to terrorism;
- female genital mutilation (FGM), forced marriage and honour-based abuse;
- concerns about an adult working with children, including low-level concerns and allegations;
- a child who may need early help even where the circumstances do not yet meet a child protection threshold.

Staff are not expected to decide whether a concern meets a statutory threshold before reporting it. The appropriate safeguarding professionals will assess the concern.

Roles and responsibilities

Designated Safeguarding Lead

Grace Buskell, Principal, is the Designated Safeguarding Lead (DSL). The DSL coordinates RSOB's safeguarding arrangements, maintains appropriate records, seeks advice and makes or coordinates referrals where required. Because RSOB is a small private dance school, the DSL may also hold other operational roles. This does not remove the responsibility of every adult working with students to act on a concern.

Staff, Assistants and Volunteers

- must understand and follow this policy and the *Staff Code of Conduct* where applicable;
- must maintain appropriate professional boundaries;
- must remain alert to signs that a child may be unsafe, harmed, exploited or in need of support;
- must report safeguarding concerns without delay, following the *Staff Safeguarding & Reporting Procedure*;
- must use external safeguarding routes where necessary if waiting for internal action could place a child at further risk;
- must cooperate with safeguarding enquiries and preserve confidentiality appropriately.

Parents and Carers

Parents and carers are expected to support the School's safeguarding arrangements and to raise concerns promptly where they are worried about the safety or welfare of a child.

Parents and carers:

- should tell the School promptly about relevant information that may affect a child's safety, welfare or ability to participate safely;
- should report safeguarding concerns directly to the Designated Safeguarding Lead (DSL), Grace Buskell, following the procedure set out below, rather than attempting to investigate or resolve the matter themselves;
- should raise concerns about another child, family or member of staff through the appropriate safeguarding route rather than confronting the person involved;
- should follow reasonable School rules regarding collection, studio access, changing facilities, phones and photography.

Recognising and reporting concerns

A safeguarding concern may arise from something a child says, something an adult observes, a change in behaviour or attendance, an injury, an interaction between children, an online incident, or information provided by a parent, carer or another organisation. A concern does not have to be proven before it is reported.

If you are a member of staff

Staff must follow the separate *Staff Safeguarding & Reporting Procedure*. In summary, staff must:

- report safeguarding concerns to the DSL without delay;
- respond appropriately if a child raises a concern;
- complete the School's Safeguarding Incident Form where required;
- not investigate, confront an alleged perpetrator or attempt to establish the truth themselves.

Staff do not need to be certain that abuse or harm has occurred before reporting a concern. A concern, suspicion, disclosure or change in behaviour may be enough to report and may form part of a wider picture.

Staff will not be penalised for raising a safeguarding concern in good faith, even if the concern is later found not to require further action.

If you are a parent, carer or student
Safeguarding concerns should normally be reported directly to the Designated Safeguarding Lead (DSL) Grace Buskell (office@releveschoolofballet.co.uk / 07455 336032)

You do not need to be certain that abuse or harm has occurred before reporting a concern. If something causes you to be worried about a child's safety or welfare, report it.
The DSL will consider the information and decide what action, if any, is required.

If the DSL is unavailable
Do not delay protective action simply because the DSL is unavailable.
Where there is an immediate concern about a child's safety, or where waiting for the DSL could place a child at further risk, a person may contact Surrey C-SPA, the police or another appropriate safeguarding service directly**.**

If the concern is about the DSL
If the concern relates to Grace Buskell as DSL, it must **not** be reported to Grace.
The person raising the concern may contact the Surrey Local Authority Designated Officer (LADO) and/or Surrey C-SPA directly. The RAD may also be informed where relevant to a teacher's professional membership, but RAD is not a substitute for statutory safeguarding routes.
The police should be contacted where appropriate, particularly where there is an immediate risk or possible criminal offence.
The School will not require a person to report a safeguarding concern to the person who is the subject of that concern.

Emergency concerns
If you believe a child is in immediate danger or at immediate risk of serious harm, call **999**.
Do not wait for the School's internal safeguarding process where doing so could place a child at further risk.

Responding when a child raises a concern

The detailed procedure for staff responding to and recording disclosures is contained in the *Staff Safeguarding & Reporting Procedure.* The essential principles are:

- listen calmly and take the child seriously;
- allow the child to speak in their own words and avoid leading questions;
- do not promise secrecy or confidentiality;
- do not investigate or confront the person alleged to have caused harm;
- explain, in an age-appropriate way, that the concern may need to be shared to help keep the child safe;
- report the concern without delay through the safeguarding procedure.

A child will never be blamed for raising a concern. The School will respond sensitively and proportionately, while recognising that safeguarding information may need to be shared without consent where necessary to protect a child or another person.

Whistleblowing

RSOB supports whistleblowing where a person has a genuine concern about safeguarding practice, the conduct of an adult working with children, or a failure to act appropriately on a safeguarding concern.

A person should normally raise the concern with the DSL. However, they should not do so internally if the concern is about the DSL, if they believe it would be unsafe or inappropriate to do so, or if the matter has not been dealt with appropriately. In those circumstances, the person may contact the Surrey LADO, Surrey C-SPA, the police or another appropriate external safeguarding route.

The NSPCC Whistleblowing Advice Line (0800 028 0285) can provide advice. RSOB will not tolerate retaliation against a person who raises a genuine safeguarding concern in good faith.

Medical Conditions, Allergies & Emergency Medication

- Parents/guardians must inform Relevé School of Ballet of any allergies, medical conditions or other health information that may affect their child's safety or participation. This information must be kept up to date on the Parent Portal.
- Parents/guardians must notify the School promptly of any changes to their child's medical circumstances, including new allergies, medical conditions, medication or emergency arrangements.
- Where a student has been prescribed emergency medication, such as an adrenaline auto-injector (AAI), parents/guardians are responsible for ensuring that the medication is provided to the School, clearly labelled with the student's name and kept in date.
- Students should tell a teacher or member of staff immediately if they feel unwell or experience symptoms of an allergic reaction during a class.
- Staff will take reasonable steps to manage known allergies and medical conditions and will follow the School's emergency procedures where necessary.
- In the event of a serious allergic reaction or other medical emergency, Relevé staff will seek appropriate medical assistance and follow the School's *Emergency Response Procedures.*

Changing rooms, toilets and personal privacy

Changing facilities are a safeguarding-sensitive area. RSOB recognises that children may need to change before or after dance classes and that privacy, dignity and appropriate supervision must be balanced.

- Students should use only designated changing facilities and should not change in studios, corridors, toilets or other unsuitable public areas unless the venue arrangement requires this.
- Where practical, younger students should arrive dressed for class to reduce the need for changing at the venue.
- Students should be encouraged to change independently where developmentally able. Parents/carers remain responsible for personal assistance their child requires before or after the School's supervised class time.
- RSOB staff will not routinely enter a changing area while children are changing. Staff may enter where necessary for an immediate safeguarding, medical, welfare or safety reason. Where reasonably practicable, another appropriate adult should be present and entry should be kept to the minimum necessary.
- No photography or filming is permitted in changing rooms or toilets. This applies to phones, tablets, cameras and other camera-enabled devices.
- Students must not photograph, film, record, screenshot or share images or recordings of other students changing, getting dressed or in a state of undress.

- Parents/carers should not enter a changing area unless necessary for their own child's welfare or personal assistance and should respect the privacy of all children using the facility.
- Bullying, sexualised behaviour, harassment, deliberate exposure, taking images, or inappropriate physical behaviour in changing areas will be treated as safeguarding concerns.
- If a venue does not provide a suitable changing arrangement, RSOB will use a reasonable alternative or adjust practical arrangements rather than rely on unsafe supervision.

The exact facilities and arrangements vary by venue. Staff will follow venue-specific safeguarding requirements and risk controls in addition to this policy.

Photography, filming and digital safeguarding

- RSOB's *Photography & Videography Policy* and *Mobile Devices, Photography & Videography Policy* apply alongside this policy.
- No photography or filming is permitted in changing rooms or toilets.
- Staff must use only authorised equipment and processes for School photography or filming.
- Students and parents must not use personal devices to photograph or film other students without appropriate permission.
- Images or recordings must not be altered, shared or used in a way that humiliates, sexualises, identifies or places a child at risk.
- RSOB will take concerns involving online bullying, grooming, sexual harassment, exploitation, threats, manipulated images or non-consensual sharing of intimate images seriously and manage them through safeguarding procedures.

Physical contact and dance teaching

Ballet is a physical discipline and appropriate physical contact can be a legitimate part of teaching. Any contact must have a clear teaching, safety or choreographic purpose and be proportionate to that purpose.

- Teachers should use verbal or visual instruction before physical contact where reasonably practicable.
- The purpose of a physical correction should be clear, particularly where a sensitive area may be involved.
- The minimum contact necessary should be used.
- Students may decline or withdraw agreement to physical contact at any time.
- Contact must never be used as punishment, intimidation or force.
- Contact must be professionally appropriate and observable.
- Teachers must follow the separate *Appropriate Physical Contact in Dance Policy.*
- Any concern about physical contact, whether involving a staff member or another student, should be reported as a safeguarding concern.

One-to-one teaching, supervision and professional boundaries

- RSOB will take reasonable steps to avoid unnecessary one-to-one or secluded situations involving adults and children.

- Where private coaching is necessary, it should take place in an appropriate, observable environment and in accordance with School arrangements.
- Staff must maintain professional boundaries and must not develop inappropriate personal relationships with students.
- Private or personal communication between staff and students must follow the School's staff and digital communication procedures.
- Staff must not provide personal care that a child can reasonably undertake independently, except where an urgent health, safety or welfare need makes assistance necessary.
- Children should know which adults at RSOB they can approach if they have a worry or concern.

Safer recruitment, DBS and suitability

RSOB will use recruitment and suitability checks appropriate to each role and in accordance with current law and guidance. All staff and volunteers at RSOB are required to hold an enhanced DBS check.

When recruiting staff:

- identity and relevant qualifications/experience will be considered;
- references will be obtained where appropriate;
- Enhanced DBS checks will be completed;
- safeguarding suitability will be considered as part of recruitment;
- the School will act on relevant information that arises after appointment and will follow appropriate safeguarding or referral procedures where concerns arise.

Safeguarding training and awareness

Staff and volunteers will receive safeguarding information and training appropriate to their role. The DSL will maintain knowledge of current safeguarding guidance and local referral arrangements.

Training and awareness will cover recognition of abuse and neglect, exploitation, online harms, child-on-child abuse, domestic abuse, coercive control, radicalisation and extremism, FGM, honour-based abuse, forced marriage, concerns about adults working with children, low-level concerns, safer working practice and referral routes as appropriate to the role.

Information sharing and record keeping

Safeguarding information will be handled carefully and shared when necessary and lawful to protect a child or another person from harm. Data protection is not a reason to delay necessary safeguarding action.

RSOB will follow applicable statutory information-sharing requirements and current Department for Education information-sharing guidance. Information will be shared proportionately, with the appropriate people and on a need-to-know basis where appropriate.

Safeguarding records should distinguish, where possible, between facts, direct observations, information reported by another person and professional judgement. Records should include the concern, relevant date and context, actions taken, decisions made, reasons for decisions and outcomes where known.

Safeguarding records will be stored securely and separately from ordinary administrative records where appropriate. Records will be retained in accordance with the School's *Privacy & Data Protection Policy* and applicable legal or safeguarding requirements.

Attendance, collection and welfare

- Parents/carers should notify RSOB promptly if a child who is expected to attend will be absent.
- Unexpected or unexplained absence may be relevant to safeguarding. Where an absence gives rise to a welfare concern, RSOB may contact the parent/carer or seek appropriate safeguarding advice.
- Parents/carers are responsible for children before they are admitted to the supervised class and after the teacher releases them at the end of the class, in accordance with the School's collection arrangements.
- Only authorised adults should collect children. Parents should notify the School of any agreed alternative collection arrangement.
- Parents/carers should not enter teaching areas without permission, as this may disrupt supervision and safeguarding arrangements.

Equality, inclusion and anti-discrimination

RSOB is committed to an inclusive and anti-discriminatory environment. Safeguarding concerns can be connected to racism, discrimination, disability, bullying, gender-based harassment, sexual harassment or other forms of abuse or exclusion.

The School will take account of a child's individual circumstances, communication needs, disability, additional needs and other relevant factors when considering safeguarding concerns and support.

External referrals and emergencies

RSOB will work with parents/carers and relevant external agencies where this is safe and appropriate. Parental agreement is not required where sharing information or making a referral is necessary to protect a child or another person, or where seeking consent could increase risk.

- Call 999 where someone is in immediate danger or an emergency response is required.
- Contact Surrey C-SPA for concerns about the safety or welfare of a child.
- Contact the Surrey Emergency Duty Team outside C-SPA hours where a concern cannot safely wait.
- Contact the Surrey LADO regarding allegations or concerns about an adult working with children where LADO involvement is appropriate.
- Contact the police where a crime may have been committed or immediate police intervention is required.

RSOB will cooperate with statutory safeguarding enquiries and will not obstruct or conduct its own investigation where doing so could interfere with the work of children's social care, the LADO or police.

Policy review & Related Documents

This policy will be reviewed at least annually and sooner if there is a significant change in legislation, statutory guidance, local safeguarding arrangements.

This policy should be read alongside:

- Safeguarding & Child Protection Policy
- Staff Code of Conduct
- Staff Safeguarding & Reporting Procedure
- Acceptable Use of Mobile Device and Photography/Videography Policy
- Complaints Policy
- School Terms & Conditions
- Relevant Royal Academy of Dance guidance and requirements

Relevant current guidance

- Working Together to Safeguard Children 2026 – Department for Education.
- Keeping Children Safe in Education 2026 – relevant principles and expectations, where applicable.
- Out-of-school settings: safeguarding guidance for providers – Department for Education.
- Information sharing to safeguard children and young people – current statutory guidance.
- Current Surrey safeguarding procedures and local safeguarding arrangements.
- Current DBS and regulated activity guidance.
- Relevant Royal Academy of Dance safeguarding and professional guidance.

This policy was last reviewed on 7th October 2026

Signed:

Date: 7/10/2026

3. Appropriate Physical Contact in Dance Policy

This policy forms part of the Relevé School of Ballet School Policies and should be read alongside the School's Safeguarding & Child Protection Policy, Staff Safeguarding & Reporting Procedure, Staff Code of Conduct and other relevant School policies.

Purpose
Classical ballet is a physical discipline and appropriate physical contact can be a legitimate part of teaching. Teachers and teaching assistants (TAs) may use physical contact to assist with alignment, demonstrate movement, support safe technique, prevent injury or move dancers through a formation.

Physical contact must always have a clear teaching, safety or choreographic purpose**.** It must never be used for personal, inappropriate or disciplinary purposes.

Relevé School of Ballet recognises that physical contact is an important and potentially sensitive area of dance teaching. The School therefore expects all teachers and TAs to use professional judgement and to approach physical contact with care, sensitivity and respect for each individual student.

Principles
Teachers and TAs at Relevé School of Ballet will:

- Use verbal instruction, demonstration or visual imagery before physical contact wherever reasonably practicable.
- Explicitly ask permission from the student, before making physical contact.
- Respect a student's wishes regarding physical contact.
- Recognise that a student may decline or withdraw their agreement to physical contact at any time.
- Explain or clearly signal the purpose of a physical correction where appropriate, particularly where the area of contact may be sensitive.
- Use only the minimum physical contact necessary to achieve the teaching or safety purpose.
- Consider the individual student's age, development, needs, boundaries and comfort.
- Never use physical contact as punishment, intimidation, humiliation or a means of exerting control over a student.
- Never use an object to make a physical correction to a student's body.
- Ensure physical contact is professionally appropriate and, wherever reasonably practicable, observable by others.
- Maintain appropriate professional boundaries at all times.
- respond appropriately to any concerns regarding physical contact expressed by a parent, student or other staff member
- Report concerns regarding inappropriate physical contact following the *Staff Safeguarding & Reporting Procedure*

Physical Corrections and Areas of the Body
Ballet alignment can require correction around different areas of the body, including the ribcage, back, waist, hips, pelvis, thighs, knees, feet and other areas relevant to technique.
Teachers and TAs must exercise particular care when physical contact involves an area that a student may consider sensitive or private.

The fact that physical contact may be technically appropriate does not remove the requirement for teachers and TAs to exercise professional judgement or respect an individual student's boundaries.

Where physical contact is appropriate, the teacher should:

- Have a clear teaching or safety reason for the correction.
- Explain or signal what they are correcting where reasonably practicable.
- Use the least intrusive method that will achieve the teaching outcome.
- Remain attentive to the student's response and comfort.

- Use an alternative method of correction where this can achieve the same teaching outcome.

Demonstration and Choreography
Physical contact may sometimes be required when teaching choreography, particularly where students are working as part of an ensemble. For example, teachers and TAs may need to move dancers into position, demonstrate how dancers move through space, or adjust formations so that students understand their spatial relationship to one another. Any such contact must remain proportionate, purposeful and professionally appropriate.

Private Coaching and Visibility
Teachers and TAs should avoid unnecessary situations where they are alone with a student in a secluded or non-observable environment. Where private coaching is necessary, it should take place in an appropriate studio or dance area with suitable visibility, such as a room with a window or viewing panel, or with a parent/carer present where appropriate. The same principles regarding physical contact apply during private coaching as during group classes.

Students' Rights and Communication
Students are encouraged to speak to their teacher if they are uncomfortable with a particular correction or form of physical contact. Parents/carers are also encouraged to raise any concerns about physical contact with the School. Teachers should respond respectfully and, where possible, identify an alternative way of explaining or demonstrating the technique.

A concern does not need to be proven before it is raised. Any concern about the appropriateness of physical contact will be taken seriously and considered in accordance with the School's safeguarding and other relevant procedures.

Safeguarding and Reporting a Concern
Physical contact that is necessary and appropriate for dance teaching is distinct from inappropriate or harmful physical contact. Any contact that is unnecessary, excessive, sexualised, intimidating, punitive, secretive or otherwise inappropriate must not occur.

Parent/Carers – if you have a concern that physical contact may have been inappropriate or may indicate a safeguarding concern, please refer to the School's *Safeguarding & Child Protection Policy* for guidance on how to report this.

Related Policies
This policy should be read alongside:

- Safeguarding & Child Protection Policy
- Staff Code of Conduct
- Staff Safeguarding & Reporting Procedure
- Acceptable Use of Mobile Device and Photography/Videography Policy
- Complaints Policy
- School Terms & Conditions
- Relevant Royal Academy of Dance guidance and requirements

This policy was last reviewed on 7th October 2026

Signed:

Date: 7/10/2026

4. Equality, Diversity & Inclusion Policy

This policy forms part of the Relevé School of Ballet School Policies and should be read alongside the School's Safeguarding & Child Protection Policy, Staff Code of Conduct and other relevant School policies.

1. Our commitment

Relevé School of Ballet is committed to providing a welcoming, inclusive and respectful environment in which all children and young people can enjoy ballet and develop their skills. We value the individuality of every pupil and aim to ensure that no child, parent or member of staff is treated unfairly or excluded because of their personal characteristics or circumstances. We aim to create a positive environment where everyone is treated with dignity, kindness and respect.

2. Equality and non-discrimination

Relevé School of Ballet does not tolerate discrimination, bullying, harassment or victimisation. We recognise the protected characteristics set out in the **Equality Act 2010**:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

We will not discriminate against a pupil, parent/carer, prospective pupil or member of staff on the basis of any of these characteristics.

3. Inclusion

We welcome children from all backgrounds and aim to make our classes accessible and enjoyable for all students. We recognise that children have different needs, abilities, experiences and circumstances. Where reasonably possible, we will make appropriate adjustments to support a child to participate in our classes and activities.

Parents and carers are encouraged to tell us about any relevant needs, disabilities or circumstances that may affect their child's participation. This allows us to consider appropriate support and adjustments. Where a particular activity, class or ballet requirement has genuine practical or safety limitations, we will discuss these with the child and their parent/carer and consider what reasonable adjustments may be possible.

4. Our approach to teaching

Teachers will:

- Treat pupils fairly and with respect.
- Encourage a positive and supportive class environment.

- Avoid assumptions or stereotypes about pupils based on their background, appearance, gender, ability or other personal characteristics.
- Use age-appropriate and respectful language.
- Recognise and celebrate individual progress and achievement.
- Take reasonable steps to ensure that pupils are able to participate safely and meaningfully in classes.

Our teaching and casting decisions are based on relevant factors such as age, experience, technical ability, readiness, class requirements and the needs of a particular activity or production. We will not make such decisions on the basis of discriminatory characteristics.

5. Diversity

We aim to foster an environment in which children and families from different backgrounds feel welcomed and respected.

We will seek to ensure that our communication, teaching environment and activities are respectful of different cultures, backgrounds, religions and family circumstances.

We recognise that ballet has a long history and tradition, while also recognising the importance of ensuring that children today from all backgrounds can participate in the art form in a positive and inclusive environment.

6. Responsibilities

The Principal, Grace Buskell, is responsible for overseeing this policy and ensuring that concerns relating to equality, diversity or inclusion are taken seriously.

All members of our school community, including teachers, staff, volunteers, students and families are expected to follow this policy.

7. Concerns and complaints

Any student, parent/carer or member of staff who believes they have experienced discrimination or have concerns about equality or inclusion should raise the matter with the Principal.

Concerns will be listened to and considered fairly and appropriately. Where necessary, the school's complaints, safeguarding or behaviour procedures will also apply.

This policy was last reviewed on 7th October 2026

Signed:

Date: 7/10/2026

5. Photography & Videography Policy

This policy forms part of the Relevé School of Ballet School Policies and should be read alongside the other policies in this document, the School Terms & Conditions and, where relevant, the Royal Academy of Dance guidance and requirements.

Purpose

Relevé School of Ballet may photograph or record students for teaching, celebration, performance archives and School communications, but only in accordance with the consent recorded for each student and with safeguarding and data protection requirements.

Consent options

Parents/guardians select the student's photography and videography preference through Class Manager and may update it at any time in writing.

- **Marketing & Social Media (Full Permission):** Permits Relevé to capture, edit, display, distribute and publish appropriate photographs and video of the student for School marketing and communications, including websites, social media and printed materials.
- **Internal Use Only:** Permits use within closed School platforms, teaching resources and archives shared with current or former School families where appropriate, but not for public marketing or public social media.
- **No Photo / Video:** Relevé will not intentionally photograph or record the student for School purposes. Teachers will take reasonable steps to position the student outside the frame when group filming takes place.

Safeguarding and identification

- Public captions should use first names only unless specific written permission has been obtained for fuller identification.
- Personal information such as home address, date of birth and private contact details must not be published with an image.
- Images must be selected and used sensitively and appropriately, with particular care where students are children.
- Consent does not override safeguarding requirements, and an image may be withheld or removed where there is a safeguarding, legal or welfare reason to do so.

Where images may be taken

Subject to the student's recorded consent, images may be captured during classes, workshops, rehearsals, performances and other School activities. RSOB may use an approved photographer, videographer or other authorised person. Where a venue or event has additional photography rules, those rules will also be followed.

Storage, editing and withdrawal

- Images may be edited or adapted for the purpose for which they were obtained. Relevé will not use student images for an unrelated purpose without appropriate permission.
- The School may retain images in its archives where there is a legitimate purpose for doing so, subject to data protection and safeguarding considerations.

- Parents/guardians can change their consent preference by contacting the School in writing or updating class manager. A change will apply to future use; it may not be possible to retrieve or remove material that has already been printed, distributed or shared online, although the School will take reasonable steps where removal is requested and appropriate.

This policy was last reviewed on 7th October 2026

Signed:

Date: 7/10/2026

6. Acceptable Use of Mobile Devices, Photography/ Videography Policy

This policy forms part of the Relevé School of Ballet School Policies and should be read alongside the School's Safeguarding & Child Protection Policy, Staff Code of Conduct and other relevant School policies.

Purpose, status and scope

Relevé School of Ballet recognises that mobile phones, photography and digital media are a normal part of modern life and can have legitimate uses within a dance school. However, the use of mobile devices and the taking, storing or sharing of photographs and videos involving children must be managed carefully to protect students' privacy, dignity and safety.

This policy sets out the expectations for the use of mobile phones, cameras and other recording devices.This policy applies to all students, teachers, staff, volunteers, parents, carers, visitors and contractors while attending or working on behalf of Relevé School of Ballet, including classes, rehearsals, examinations, performances, events, trips and other school activities.

For the purposes of this policy, "mobile device" includes mobile phones, tablets, cameras, smart watches or any other device capable of taking photographs, recording video or audio, or transmitting digital content.

Mobile-Free and Safeguarding-Sensitive Areas

Mobile phones and other recording devices must not be used for photography, filming or recording in:

- changing rooms or changing areas;
- toilets; or
- any other area where students may be changing or undressed.

These areas must remain free from photography and filming at all times.

Students should never be photographed or filmed while changing, partially dressed or undressed. Staff, volunteers, parents, carers and visitors should keep mobile phones and other personal devices put away when supervising or working directly with children, except where their use is necessary and authorised.

Staff and Volunteer Use of Mobile Devices

Staff and volunteers must follow the requirements set out in the *Staff Code of Conduct* regarding personal mobile phones and digital devices.

In general:

- Personal mobile phones should not be used while teaching or supervising students, except where necessary for an urgent safeguarding, welfare or emergency matter.
- Personal devices must not be used to photograph, film or otherwise record students unless specifically authorised in accordance with the *Mobile Devices, Photography & Videography Policy.*
- Mobile devices must not be used in changing rooms, toilets or other safeguarding-sensitive areas.
- Staff and volunteers must not communicate with students through personal social media accounts or personal messaging services.

- Any necessary communication with students must take place through the School's approved communication channels and in accordance with the *Staff Code of Conduct.*
- Any exceptional use of a personal device for an urgent safeguarding, welfare or emergency matter must be appropriate to the circumstances and consistent with the *Staff Code of Conduct.*

Staff and volunteers must report any safeguarding concern arising from the use of a mobile device, photograph, video or digital communication in accordance with the *Staff Safeguarding & Reporting Procedure*

Student Use of Mobile Phones
Relevé School of Ballet recognises that older students may need to carry a mobile phone for safety, travel or communication with their parents or carers.

Students aged 10 and over may bring a mobile phone to class where necessary. The phone must:

- remain switched off or on silent;
- remain securely stored in the student's bag during class; and
- not be used during class unless permission has been given by a teacher or it is necessary for an emergency.

Students should not bring mobile phones to class unnecessarily.

Students must not use their phones or other devices to:

- photograph or film other students, teachers or staff without permission;
- record classes, conversations or teaching without permission;
- share photographs or videos of other students without appropriate permission;
- take photographs or videos in changing rooms, toilets or other private areas;
- use messaging or social media in a way that could bully, intimidate, embarrass or harm another student; or
- create, edit or share inappropriate, sexualised, humiliating or manipulated images of another person.

Where a student needs to contact their parent or carer during a class, they should speak to their teacher or the school office rather than using their phone without permission, unless there is an immediate emergency.

Parents are responsible for ensuring that any device brought to school is appropriately secured. Relevé School of Ballet cannot accept responsibility for loss of or accidental damage to students' personal mobile devices.

Advice for Parents, Carers and Visitors
Parents, carers and visitors are asked to use mobile phones appropriately while at the school. During ordinary classes, parents, carers and visitors should not photograph, film or record students unless this has been specifically authorised by the school.

Mobile phones should be put away when watching or supervising classes where their use may distract from the class or create uncertainty about whether recording is taking place.

Photography and filming may be permitted at class presentations or other events where the school has specifically authorised it. Event-specific instructions will apply.

Where photography or filming is permitted for personal use at an event:

- it must not take place in changing rooms, toilets or other private areas;
- individuals should avoid photographing or filming children other than their own wherever possible;
- photographs and videos must not be used in a way that is inappropriate, harmful or invasive of a child's privacy;
- parents and carers should consider the privacy and wishes of other families before sharing images online; and
- school-specific instructions regarding photography and filming must always be followed.

The school may restrict or prohibit photography and filming at particular events where this is necessary for safeguarding, privacy or other legitimate reasons.

School Photography and Videography

Relevé School of Ballet may take photographs and videos of students for legitimate school purposes, including:

- documenting school activities and performances;
- celebrating students' participation and achievements;
- creating school promotional material;
- the school website and social media;
- newsletters and other school communications; and
- educational or archival purposes.

Parents or carers will be asked to provide the relevant photography and videography permission for their child through the school's designated process. The school will respect the photography and videography preference recorded for each student and will take reasonable steps to ensure that students who do not have permission are not included in material intended for publication or wider sharing.

Authorised school photography or videography should be carried out using a school-authorised device or through an approved school process. Where staff are authorised to take photographs or videos for school purposes, the material should be transferred to the school's secure storage as soon as reasonably practicable and removed from the recording device in accordance with the school's procedures.

Photography and Videography During Classes

Photography and filming during normal classes is not routinely permitted by students, parents, carers or visitors. Where the school wishes to photograph or film a class for a specific purpose, this will be authorised in advance and managed in accordance with the school's photography and safeguarding procedures. Students must not be asked to pose for photographs or participate in filming where this conflicts with their recorded photography preference.

Digital Safeguarding

Digital safeguarding concerns can arise not only from taking photographs or videos, but also from their subsequent storage, editing, sharing or publication.

The school takes seriously any concern involving:

- non-consensual sharing of photographs or videos;
- cyberbullying or intimidation;
- sexualised or inappropriate images;

- images taken in private or changing areas;
- threatening or humiliating recordings;
- the misuse of screenshots or private messages;
- manipulated or altered images intended to embarrass, deceive or harm another person; and
- the inappropriate use of artificial intelligence or other technology to create or manipulate images or recordings of children.

Any concern of this nature should be reported to the Principal or another appropriate member of staff as soon as possible. Where a concern may constitute a safeguarding matter, it will be dealt with in accordance with the *Safeguarding & Child Protection Policy.*

Recording and Sharing of Teaching Material
Teachers may occasionally use photography or video to support teaching, choreography or school-related purposes where this has been authorised. Students and parents must not independently record teaching material, other students or teachers without permission.

Where a teacher provides a recording for students to use for rehearsal or learning purposes, it should only be shared through the school's approved communication method and used for the purpose for which it was provided.

Concerns and Breaches of This Policy
Any person who is concerned about the inappropriate use of a mobile device, photograph, video or digital communication should report the concern to the Principal or another member of staff.

The school may take appropriate action where this policy is breached. Depending on the nature of the concern, this may include speaking with the student or parent/carer, removing or restricting use of a device, addressing inappropriate behaviour through the school's procedures, or referring the matter under the school's safeguarding procedures.

Serious concerns involving the safety or welfare of a child will be managed in accordance with the *Safeguarding & Child Protection Policy.* A concern does not need to be proven before it is raised.

Related Policies
This policy should be read alongside:

- Safeguarding & Child Protection Policy
- Appropriate Physical Contact in Dance Policy
- Staff Code of Conduct
- Photography & Videography procedures
- Complaints Policy
- Terms & Conditions
- any relevant event-specific instructions issued by Relevé School of Ballet

This policy was last reviewed on 7th October 2026

Signed:

Date: 7/10/2026

7. Privacy & Data Protection Policy

This policy forms part of the Relevé School of Ballet School Policies and should be read alongside the other policies in this document, the School Terms & Conditions and, where relevant, the Royal Academy of Dance guidance and requirements.

Purpose

This policy explains how Relevé School of Ballet collects, uses, stores and shares personal information. Relevé is committed to handling personal data responsibly and in accordance with UK data protection law.

Key principles

- Personal data is used fairly and lawfully.
- Data is collected for specific and legitimate purposes.
- Only information that is adequate, relevant and necessary is collected.
- Information is kept accurate and, where necessary, up to date.
- Information is retained only for as long as necessary.
- Individuals' data protection rights are respected.
- Appropriate technical and organisational security measures are used.

Who we are

Relevé School of Ballet, 35 Red Lane, Claygate, Surrey, KT10 0ES.
ICO registration reference: ZB341593.

Information we may collect

- Parent/guardian and student names and contact details.
- Home address and emergency contact information.
- Student date of birth.
- Relevant medical, allergy, disability, SEN or access information provided for safe participation.
- Royal Academy of Dance candidate ID where required for examinations.
- Attendance, class, performance and administrative records.
- Information provided through correspondence, forms and the School's parent portal (Class Manager)

How information is used

- Managing enrolment, classes, attendance and payments.
- Communicating with parents/guardians and students.
- Supporting student safety, welfare and participation.
- Administering RAD examinations and class awards.
- Managing school performances.
- Managing School records, policies and legal or regulatory obligations.

Sharing information

Information may be shared with relevant third parties where necessary for School operations or where required/permitted by law. This may include Class Manager, KashFlow, the Royal Academy of Dance, performance venues/event organisers, professional advisers, safeguarding agencies, the police or other lawful authorities.

Safeguarding takes priority over ordinary confidentiality considerations. Personal information may be shared without consent where this is necessary and lawful to protect a child or another person from harm, or where disclosure is otherwise required or permitted by law. Information should be relevant, proportionate and shared only with those who need it for the safeguarding purpose.

Relevé will comply with applicable statutory information-sharing duties and current safeguarding information-sharing guidance. Safeguarding information will be shared where necessary and lawful to protect a child or another person from harm, using a proportionate and need-to-know approach.

Storage and retention

Personal data may be stored securely on School systems, approved third-party systems and, where necessary, limited paper records. Access is restricted according to role and need.
Relevé will retain information only for as long as necessary for the purpose for which it is held or to meet legal, financial, safeguarding, examination or insurance requirements. The previous blanket assumption of a 3 - 6 month retention period is therefore replaced by purpose-based retention.

International transfers and cookies

Where personal data is transferred outside the UK, Relevé will use an appropriate lawful mechanism and safeguards where required. The School website may use cookies necessary for site functionality and limited analytics or session management; current website cookie information should be checked for the precise services in use.

Your rights

Depending on the circumstances, individuals may have rights to access, correct, delete, restrict or object to processing of their personal data.
Requests should be made to office@releveschoolofballet.co.uk.
Individuals may also raise concerns with the Information Commissioner's Office.

This policy was last reviewed on 7th October 2026

Signed:

Date: 7/10/2026

8. Placement, Progression and Examinations

This policy forms part of the Relevé School of Ballet School Policies and should be read alongside the other policies in this document, the School Terms & Conditions and, where relevant, the Royal Academy of Dance guidance and requirements.

RAD syllabus and training

Relevé School of Ballet follows the Royal Academy of Dance (RAD) syllabus for its graded ballet training. The syllabus provides a structured framework for technical, musical and performance development.

Learning hours and attendance

The RAD provides recommended minimum guided learning hours, per grade, as set out below.

Recommended Minimum Ballet Learning Hours

- **RAD Primary:** 40 hours
- **RAD Grades 1, 2 & 3:** 60 hours
- **RAD Grades 4 & 5:** 75 hours
- **RAD Grades 6, 7 & 8:** 90 hours
- **RAD Vocational Grades:** 150 hours

These are recommended minimum guided learning hours and are intended to support appropriate technical development and preparation. The amount of time an individual student requires to progress through a level will vary according to their age, experience, attendance, rate of development and readiness for progression.

From Grade 1, Relevé strongly recommends at least two ballet classes per week. Students who attend once per week remain supported, but progression may take longer and additional time at each level may be necessary.

Vocational training has increased technical and physical demands. Students preparing for vocational examinations are normally expected to attend a minimum of three ballet classes per week, subject to the teacher's assessment of the student's individual circumstances and readiness.

Class Placement

The School may consider a student's developmental readiness alongside their chronological age, previous training and individual circumstances when determining class placement.
Placement decisions are made by the School and are not based solely on school year or birthday.

If you are unsure if your child is the correct class, please contact the office (office@releveschoolofballet.co.ul) to discuss this further.

Teachers are not able to discuss class placement during teaching time.

Progression

Our teachers carefully assess each student and make all decisions regarding progression and examination entries in the best interests of the individual child.

Progression to the next grade is not automatic. Teachers assess each student on an ongoing basis, considering technical understanding, musicality, strength, coordination, maturity, consistency, attendance and overall readiness.

Students may remain in a grade for longer than their peers where this is considered appropriate for their development.

Certain stages of ballet training require a significant increase in technical ability, strength and maturity. During these stages, students may need additional time to build the skills required before progressing. This approach helps to ensure they develop strong foundations, minimise the risk of injury, and achieve long-term success and enjoyment in their dance training.

Parents should not expect teachers to discuss detailed progress, placement or examination decisions while they are teaching. Questions should be directed to the School office so that they can be addressed appropriately.

About RAD Exams at our School

Relevé offers RAD Examinations and Class Awards from Primary through Grade 8 and Vocational Grades where appropriate. Primary A is a preparatory class; Primary B is the first examination class.

Examinations and Class Awards are not compulsory to move into the next grade, however they are highly beneficial and provide students with clear goal and recognition of their efforts.

Parents/guardians will be contacted directly when their child is ready for Examination or Class Award.

Where an Examination is offered, entry remains at the teacher's discretion. Students will normally be entered only when the teacher considers them sufficiently prepared, technically secure and able to approach the examination confidently.

Where a student is capable of achieving the required standard but would benefit from additional training time to further consolidate their technique, understanding or confidence, the School may defer examination entry to a later session.

Where appropriate, the School may offer a Class Award to recognise a student's progress and achievement where an RAD examination is not considered the most appropriate assessment at that stage. A Class Award recognises a student's work and development without requiring them to undertake a formal RAD examination. The decision to offer a Class Award remains at the School's discretion.

Consistent attendance, effort and commitment are required to prepare for RAD Examinations and Class Awards. The School reserves the right to withdraw entry where a student’s preparation, attendance or readiness changes.

Supporting Your Child

We recognise that children attend ballet for many valuable reasons, including enjoyment, physical development and social interaction. Our aim is for every child to thrive and progress at a pace that is right for them.

This policy exists to support your child's long term development**.** Following a structured syllabus with recommended guided learning hours enables us to set realistic and achievable expectations, helping every student feel confident, capable and successful at their current level.

Our teachers monitor each student's progress throughout the year. Where a student is not yet ready to progress to the next grade, they will continue to receive guidance and encouragement within their current level to help them develop their skills, strength and confidence.

Parents may contact the office at any time for an update on their child, please email office@releveschoolofballet.co.uk. Please note that it is not possible to discuss children's progress during teaching hours.

This policy was last reviewed on 7th October 2026

Signed:

Date: 7/10/2026

9. Pointe Work Policy

This policy forms part of the Relevé School of Ballet School Policies and should be read alongside the other policies in this document, the School Terms & Conditions and, where relevant, the Royal Academy of Dance guidance and requirements.

Purpose

Pointe work is an advanced aspect of ballet training and is introduced only when a student is considered physically, technically and developmentally ready. The School prioritises safe, progressive training rather than a particular age or grade as an automatic route to pointe.

Pre-pointe and assessment

Students normally begin with pre-pointe training, where they develop the strength, alignment, control and understanding needed for pointe work. Following an internal assessment, a student may be invited to begin pointe work.

Typical requirements

- Regular attendance at a minimum of two ballet classes per week (in addition to a pointe class)
- Sufficient strength, technique, alignment and control for the demands of pointe work.
- Consistent attendance and engagement with strengthening or conditioning work where requested.
- Assessment and approval by the student's teacher.

Grade 5 is a typical stage at which students may be considered for pre-pointe, but readiness varies between individuals. The decision to invite a student to pointe or pre-pointe remains with the School and is based on the student's safety and long-term development.

This policy was last reviewed on 7th October 2026

Signed:

Date: 7/10/2026

10. Complaints Policy

This policy forms part of the Relevé School of Ballet School Policies and should be read alongside the other policies in this document, the School Terms & Conditions and, where relevant, the Royal Academy of Dance guidance and requirements.

Purpose

Relevé School of Ballet welcomes appropriate feedback and takes genuine complaints seriously. The purpose of this procedure is to provide a clear route for concerns to be raised, considered and responded to.

What is a complaint?

A complaint is an expression of dissatisfaction about a service, action or omission for which Relevé School of Ballet is responsible and where the person raising the matter expects a response or change.

The following are not normally complaints under this procedure:

- General enquiries or requests for information.
- Routine requests about classes, invoices or administration.
- Contractual disputes governed by the School *Terms & Conditions.*
- Safeguarding concerns, allegations of abuse or concerns about the conduct of an adult working with children - these must follow the safeguarding procedure below.

Raising a concern or complaint informally

Parents and students should email office@releveschoolofballet.co.uk to explain their concern or complaint or to arrange a suitable time to discuss it.

Where a conversation would be helpful, the School will arrange an appropriate time to speak with the parent or student. This allows concerns to be considered properly.

Parents should not attempt to resolve complaints, concerns or placement disputes with teachers immediately before, during or immediately after a class as this interferes with teaching, child supervision and the smooth running of the School.

The School will aim to address informal concerns promptly and proportionately. Where a concern cannot be resolved informally, or where the circumstances warrant a formal complaint, the matter may be progressed under the formal complaints procedure below.

Formal Complaints Procedure

1. Formal complaints should be submitted in writing to office@releveschoolofballet.co.uk.
2. The complaint should set out the relevant facts, the outcome sought and any supporting information.
3. Complaints should normally be raised within three months of the incident, decision or matter concerned.
4. The Principal will normally provide a written response within 14 days. If more time is reasonably required to consider the matter, the complainant will be informed.
5. Where appropriate, a meeting may be arranged to discuss the complaint. A written record and outcome will be provided.
6. Relevé will make reasonable efforts to consider and resolve complaints fairly, consistently and proportionately.

Safeguarding concerns are separate

Do not use the ordinary complaints process for safeguarding

Concerns about the safety or welfare of a child, allegations of abuse, or concerns about the conduct of a staff member, volunteer or other adult working with children must be reported immediately under the Safeguarding & Child Protection Policy. Where appropriate, Relevé will refer the matter to children's social care, the police or the Surrey LADO. The ordinary complaints timetable must not delay safeguarding action.

Escalation

Where a complaint concerns an RAD-registered teacher's professional conduct, the Royal Academy of Dance complaints process may also be relevant. External escalation does not replace statutory safeguarding routes where a safeguarding concern exists.

Confidentiality and anonymous complaints

Complaints will be handled as confidentially as reasonably possible and information will be shared only with those who need it to investigate or respond. Anonymous complaints may be considered where there is sufficient information to investigate, particularly where the information raises a safeguarding concern.

This policy was last reviewed on 7th October 2026

Signed:

Date: 7/10/2026

11. Policy Review & Key External Contacts

This policy forms part of the Relevé School of Ballet School Policies and should be read alongside the other policies in this document, the School's *Terms & Conditions* and *Class & School Guidelines*. Staff and volunteers should also read the *Staff Code of Conduct, Staff Safeguarding & Reporting Procedure, Staff Emergency Response Procedures* and where relevant, additional Royal Academy of Dance guidance and requirements.

Review arrangements

This document has been comprehensively reviewed and rewritten for September 2026. The safeguarding section should be reviewed sooner if there is a change in legislation, statutory guidance, local safeguarding arrangements, School activities or material risk. The School will also update individual policies where operational practice changes, without waiting for the annual review date.

Key external safeguarding resources

- **Working Together to Safeguard Children 2026**
  https://www.gov.uk/government/publications/working-together-to-safeguard-children--2
- **Keeping Children Safe in Education 2026**
  https://www.gov.uk/government/publications/keeping-children-safe-in-education--2
- **Information sharing to safeguard children and young people**
  https://www.gov.uk/government/publications/information-sharing-to-safeguard-children-and-young-people
- **Surrey: Report a concern about a child or young person**
  https://www.surreycc.gov.uk/children/support-and-advice/local-offer/parents-and-carers/family-safety/reporting-concerns-to-childrens-services

Important note on statutory guidance

This policy is intended to provide a practical safeguarding and operational framework for Relevé School of Ballet. It is not a substitute for professional legal advice. Where a situation is complex, urgent or potentially criminal, the School will seek advice from the appropriate statutory agency, including the C-SPA, the LADO or the police.

School contact details

Relevé School of Ballet
35 Red Lane, Claygate, Surrey, KT10 0ES
07455 336032
office@releveschoolofballet.co.uk
www.releveschoolofballet.co.uk