



SAFE PRACTICES

As a part of our commitment to ensure the safety of children and those who work with children at Dalkeith Road, this is what you can expect from us and what is expected of parents/guardians in relation to safe practice with children.

Outlined you will find safe practice measures for your child while they attend their music lesson. We ask that you please read through and sign that you acknowledge and agree.

1. Parent/Guardian Responsibility

Contacting Parents/Guardians

- Contact details for each child and their parent /guardian will be obtained at the time of enrolment and kept securely on file

On the Premises and Entering/Leaving Procedures

- Best practice - Parents to stay on site with children for the duration of their lesson.
 - Parent/ Guardian are to sign the child in and out (under 13yo) registering that they have personally dropped them off and picked them up
 - Students 14yo and older may sign themselves in and out
 - If another person is picking the child up, details are to be submitted during the sign out process. See below
 - Children outside of a lesson are not to be left unattended. Parental/guardian supervision is required at all times
 - If you are not able to stay onsite during your child's lesson, please inform the teacher

Sign In/Out Procedure

- Students will be issued a Quickpin ID used to sign in and out
- On the ipad (located at reception) click on Sign In
- Click on Quickpin
- Enter your assigned Quickpin ID
- Submit
- Repeat for Sign Out

If the person signing out is different to the person signing in:-

- Click Sign Out
- Click Student
- Fill out details
- 'Did you use this system to sign in today?' enter No.
- Submit

If the child makes their own way to the premises (walking or cycling)

- A letter of consent from the parent or legal guardian must be obtained stating that the adult responsible for the child has authorised the situation and is confident that the child understands the safe practices in place
- The teacher will be responsible for signing the child (u13yo) in and out and will ensure that they leave the premises safely and are not in the company of an unknown/unauthorised person

Toileting

- Best practice- parent/guardian takes their child to the bathroom
 - If the parent/guardian is unavailable and your child needs to use the toilet, the teacher will walk them to the toilet and check the bathroom stalls before allowing the child to enter. The teacher will then wait outside the bathroom at a reasonable distance ensuring no other person enters the bathroom. When the child exits the bathroom the teacher will walk with the child back to the studio.

2. Health and Safety

- A first aid box is kept onsite. If your child hurts themselves during a lesson, the teacher will administer treatment as appropriate. This includes band aids, ice, heat pack. A form will be filled out with one copy going to the parent/guardian, the other copy being filed at Dalkeith Road.
- If your child injures themselves seriously, the teacher, at their discretion, will phone 000 and the parent to inform of the incident.
- Each studio is equipped with an emergency evacuation plan. In the event of an evacuation, all persons will exit through the nearest safe exit and gather at the designated muster point (1. Carpark 2. Front lawn). Parents/guardians are to retrieve their child from the muster point.

I understand and will adhere to the Safe Practices outlined above. I give authority to the Teacher that if my child is in a life-threatening situation (physically or medically), to phone 000.

Sign: _____ **Parent/Guardian Name:** _____

Student/s Name: _____

Date: _____