



## Policies

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## **Katie Dale-Everett Dance Equal Opportunities Policy**

Katie Dale-Everett Dance is an equal opportunities organisation dedicated to enforcing completely non-discriminatory practices and procedures.

Any persons working on behalf of Katie Dale-Everett Dance are expected to respect and act in accordance with this policy. Bullying, harassment, and victimisation in the workplace are not tolerated and are subject to action.

- Bullying is defined as: Offensive, intimidating, malicious or insulting behaviour that undermines, humiliates, or injures the recipient, emotionally and/or physically.
- Harassment is defined as: Bad treatment that is related to a protected characteristic (see below). Bad treatment includes intimidating, bullying, degrading, humiliating, or offensive behavior towards an individual.
- Victimisation is defined as: Bad treatment towards an individual who has made or supported a complaint under the Equality Act 2010, including a situation where a complaint has not yet been made but it is believed a complaint may be made.

Katie Dale-Everett Dance responds openly, fairly and without discrimination to anyone on the basis of:

- age
- race
- sexual orientation
- ethnic origin
- nationality
- disability
- employment status
- income level
- gender
- housing status
- marriage, civil partnership or relationship status
- pregnancy and maternity
- religion or belief
- sex
- any other grounds derived from social status or identity.

This policy is updated regularly. Anyone working on behalf of Katie Dale-Everett Dance are aware of this equal opportunities policy and any changes that have been made.

Katie Dale-Everett Dance would like to hear from anyone who believes they have been treated unfairly on these grounds. We will take any complaint seriously and look into it fully. Please contact Katie Dale-Everett via email: [katie@katiedale-everettdance.co.uk](mailto:katie@katiedale-everettdance.co.uk) or phone: 07748288479 to discuss any matters relating to Equal Opportunities and non-discriminatory practices and procedures.

## **Katie Dale-Everett Dance Declaration of Personal Information Policy**

Katie Dale-Everett Dance is committed to protecting your privacy according to GDPR guidelines. We will only use the data we collect from you to tell you about the work we are doing.

You have the right to request any information we have about you, and may do so at any time by emailing [katie@katiedale-everettdance.co.uk](mailto:katie@katiedale-everettdance.co.uk).

With the exception of Google Analytics\*, this website does not use cookies. Katie Dale-Everett Dance may contain links to other websites, such as YouTube, but is not responsible for their privacy practices or content.

\*Google Analytics uses cookies to collect information about how visitors use our site. Cookies are collected anonymously and do not identify individual visitors. Information that is collected includes the number of visitors to the site, the country the visitor is from, and the pages they have visited. For an overview of Google's privacy policy, or to opt out of Google Analytics tracking, please visit the Google website.

## **Katie Dale-Everett Dance Health and Safety Policy**

### **Statement of intent:**

The Health and Safety at Work Act 1974 imposes certain obligations on an employer. Not only to take all such actions as are reasonable to safeguard the health and safety of their employees, volunteers and freelancers but also to be able to show they are doing so by producing adequate written policies and procedures. The Directors of Katie Dale-Everett Dance fully accept their responsibilities under the Act.

The Directors of Katie Dale-Everett Dance make a commitment to:

- Identify the principal hazards to employees/ freelancers/ volunteers (herein 'Adults') and others affected by our work, and control the associated risks adequately;
- Meet the basic requirements of the HSWA: maintain, so far as reasonably practicable, healthy and safe working conditions, e.g. access, equipment and systems of work.
- Meet the additional requirements of the Management of Health & Safety at Work Regulations (MHSWR) 1999: risk assessments.
- Make sure 'Adults' have the necessary competency to carry out the tasks expected of them and provide appropriate and adequate training;
- Consult 'Adults' on health and safety issues, and provide them with the necessary information, training and supervision;
- Regularly review – and, if required, revise – our Health & Safety Policy
- Have the resources to achieve the objectives outlined in the Statement of Intent.

### **Organisation of Health & Safety:**

At Katie Dale-Everett Dance the following people have responsibility for health and safety, including annually updating the policy:  
Katie Dale-Everett (Artistic Director).

### **Arrangements for Health & Safety:**

- Ensure safe and clear accesses and egresses from the buildings used for dance sessions, rehearsals, meetings etc, including fire exits.
- Have 'Adults' regularly check the room(s) used for sessions for working fixtures and fittings or electrical equipment, and take the necessary remedial action.
- Have 'Adults' regularly check the room(s) used for sessions for hazardous objects (such as stacks of tables and chairs, faulty flooring etc.) and prepare the space, making sure it is safe, prior to a session starting.
- Ensure that all 'Adults' are aware of the fire procedures for the premises being used.
- Ensure that all 'Adults' are aware of the procedures in case of accidents.

- Ensure that all 'Adults' are aware of, and carry out, their Health and Safety responsibilities as set out in this section.
- Prohibit smoking and alcohol on the session premises.
- Ensure the health and safety of visitors or any member of the general public who could be affected by Katie Dale-Everett Dance's activities.

The Directors consider these matters of such importance that breach of Health and Safety procedures by Katie Dale-Everett Dance Adults (Staff, freelancers, volunteers) constitutes misconduct and will be dealt with as a disciplinary matter. It is not possible to detail here all the Health and Safety matters that come up, so all 'Adults' must constantly be mindful of their responsibilities individually and collectively for the safety of themselves and others.

# **Katie Dale-Everett Dance Code of Conduct**

## Policy brief & purpose

Our **Code of Conduct company policy** outlines our expectations regarding employees' / freelancers' / volunteers' (herein 'Adults') behaviour towards their colleagues, supervisors, clients and overall organisation.

We promote freedom of expression and open communication. But we expect all 'Adults' to follow our code of conduct. They should avoid offending, participating in serious disputes and disrupting our workplace. We also expect them to foster a well-organised, respectful and collaborative environment.

## Scope

This policy applies to all 'Adults' working with Katie Dale-Everett Dance regardless of employment agreement or rank.

## Compliance with law

All 'Adults' must protect our company's legality. They should comply with all environmental, safety and fair dealing laws. We expect 'Adults' to be ethical and responsible when dealing with our company's finances, products, partnerships and public image.

## Respect in the workplace

All 'Adults' should respect their colleagues. We won't allow any kind of discriminatory behaviour, harassment or victimization. 'Adults' should conform with our equal opportunity policy in all aspects of their work, from recruitment and performance evaluation to interpersonal relations.

## Protection of Company Property

All 'Adults' should treat our company's property, whether material or intangible, with respect and care. 'Adults':

- Shouldn't misuse **company equipment** or use it frivolously.
- Should respect all kinds of **incorporeal property**. This includes trademarks, copyright and other property (information, reports etc.) 'Adults' should use them only to complete their job duties.

'Adults' should protect company facilities and other material property from damage and vandalism, whenever possible.

## Professionalism

All 'Adults' must show integrity and professionalism in the workplace:

- **Personal appearance**

All 'Adults' must follow our dress code and personal appearance guidelines. When representing Katie Dale-Everett Dance for meetings / networking 'Adults' should be smartly dressed. When representing Katie Dale-Everett Dance delivering training and workshops, 'Adults' should ensure they are dressed in an appropriate manner for their role within the sessions. All 'Adults' should dress in a modest manner, Katie Dale-Everett Dance sessions are a professional environment and, although the atmosphere is generally relaxed, 'Adults' dress, behaviour and demeanour should reflect this. Any paid members of the delivery team should wear a Katie Dale-Everett Dance T-shirt.

- **Corruption**

We discourage 'Adults' from accepting gifts from clients or partners. We prohibit bribes for the benefit of any external or internal party.

- **Job duties and authority**

All 'Adults' should fulfil their job duties with integrity and respect toward customers, stakeholders and the community. Supervisors and managers mustn't abuse their authority. We expect them to delegate duties to their team members taking into account their competences and workload. Likewise, we expect team members to follow team leaders' instructions and complete their duties with skill and in a timely manner.

We encourage mentoring throughout our company.

- **Absenteeism and tardiness**

'Adults' should follow their schedules. We can make exceptions for occasions that prevent 'Adults' from following standard working hours or days. But, generally, we expect 'Adults' to be punctual when coming to and leaving from work. When delivering workshops and training, 'Adults' should observe session times and should arrive with enough time before the session to 'set up' appropriately.

- **Conflict of interest**

We expect 'Adults' to avoid any personal, financial or other interests that might hinder their capability or willingness to perform their job duties.

- **Collaboration**

'Adults' should be friendly and collaborative. They should try not to disrupt the workplace or present obstacles to their colleagues' work.

- **Communication**

All 'Adults' must be open for communication with their colleagues, supervisors or team members.

- **Policies**

All 'Adults' should read and follow our company policies. If they have any questions, they should ask their managers.

Safeguarding guidelines for 'Adults' in workshops/ classes

- Participant's, parents/carers should be made aware that participants are only supervised and deemed to be in Katie Dale-Everett Dance's care during designated Katie Dale-Everett Dance sessions.
- 'Adults' should avoid being in a one to one situation with participants.
- 'Adults' should not discuss personal matters with participants nor should they swear or smoke in front of participants.
- Katie Dale-Everett Dance run creative dance sessions and physical contact should relate only to creative dance tasks shaking hands/high 5 should be the preferred greeting and all participants should be encouraged to 'be in their own space'.
- Katie Dale-Everett Dances does not offer any 'personal care', participants and parents/carers should be made aware of this fact and should make appropriate provision for any personal care, which participants may need. This 'personal care' may include toileting needs and/or the administering or supervision of medicines, Katie Dale-Everett Dance 'Adults' should not undertake these tasks in any circumstances.
- In the event of a medical emergency, where there is not a member of staff representing the client, Katie Dale-Everett Dance 'Adults' will administer relevant basic First Aid and telephone the emergency services.
- All Katie Dale-Everett Dance 'Adults', whatever their role, are in Katie Dale-Everett Dance sessions as appropriate adults. They are all DBS checked and expected to behave in a professional manner at all times. As an appropriate adult you may be required to remain in the room during breaks to ensure at least 2 appropriate adults are present at all times.
- In exceptional circumstances you as 'Adults' may be called upon to help restrain participants or supervise part of a group, this will only happen in exceptional circumstances and the lead Dance Artist will direct and take full responsibility for such actions.

#### Disciplinary actions

Our company may have to take disciplinary action against 'Adults' who repeatedly or intentionally fail to follow our code of conduct. Disciplinary actions will vary depending on the violation.

We may take legal action in cases of corruption, theft, embezzlement or other unlawful behaviour.



## **Katie Dale-Everett Dance Complaints Policy**

Whilst we hope that we provide a good service to all our customers, sometimes we may get it wrong and we would like to hear from you if you are not satisfied with any aspect of our service.

This document explains our complaints procedure which is accessible to all our customers on an equal basis. Our approach will be to try to put things right quickly and politely. Making a complaint will not affect the level of service you receive from Katie Dale-Everett Dance.

### **Do you need any specific requirements to enable you to make a complaint?**

Please let us know if you would like to receive this complaints procedure in an alternative format.

**If you would like to make a complaint, this is what you should do:**

### **Stages in our complaints procedure:**

#### **Stage 1**

Contact the member of staff you first dealt with, giving details of what you wish to complain about. If the complaint is made in writing or through an answer message, we will inform you that we have received it. The member of staff will investigate your complaint with the aim to settle the complaint as quickly as possible. Please tell us how you would like to be contacted to receive our response.

In most cases you will receive a full reply to your complaint within 10 working days of making the complaint. If we cannot give you a full reply in this time, we will tell you why and inform you of when you are likely to receive it.

#### **Stage 2**

If you are dissatisfied with the response you receive from the member of staff you may ask us to review the complaint by emailing [katie@katedale-everettdance.co.uk](mailto:katie@katedale-everettdance.co.uk), with the word 'Complaint' in the email subject. You must request Stage 2 within 10 working days of receiving our response to Stage 1. Please put in writing:

- What happened
- When it happened (dates and times)
- Who dealt with you; and
- What you would like us to do to put it right

The decision will be given to you in writing 10 days after receiving your request for Stage 2.

#### **Stage 3**

If you are still unhappy, your complaint will be put to the Artistic Director of Katie Dale-Everett Dance to review. We may ask you to attend a meeting with us to discuss your complaint in more detail. We would send you a written

record of the meeting and a formal reply to your complaint from the Artistic Director. This will take place 10 working days after Stage 3 was requested.

### **Your personal information**

If you use our complaints procedure, you are agreeing that we can use any personal information you send us for purposes connected with your complaint. We will only give your personal information to other people and organisations if you have given us permission to do so.

### **Equal opportunities**

We are committed to equal opportunities and take complaints about discrimination seriously.

Katie Dale-Everett Dance records information about the ethnic background, age, sex, religion, sexual orientation and disability of everyone who makes a complaint so that we promote and maintain our equal opportunities commitment. We will keep all information confidential.

### **Comments and suggestions**

We hope that your concerns can always be resolved through the stages 1 – 3 of the procedure above. However, we welcome comments and suggestions that can help us improve our services. The feedback we obtain from our customers will help us to continue to improve our service.

### **Contact information**

Tel: 07748288479

Email: [katie@katedale-everettdance.co.uk](mailto:katie@katedale-everettdance.co.uk)

## **Katie Dale-Everett Dance Safeguarding Policy**

### **1. Introduction**

1.1. This Policy aims to ensure that the children, young people and vulnerable adults (hereafter in this Policy Statement referred to as '**Participants**') who are involved with Katie Dale-Everett Dance are safe and that any concerns of possible abuse are recognised and

responded to appropriately. It recognises the requirements of the Human Rights Act 1998, Equalities Act 2001, Children's Act 2004, Mental Capacity Act 2005 and Care Act 2014.

- 1.2. This Policy will operate within the ethos and principles of Katie Dale-Everett Dance to promote equality of opportunity and anti-discriminatory practice towards all 'Participants'.

## **2. Policy Statement**

- 2.1. Katie Dale-Everett Dance works to the best interests of the 'Participants' involved. It is committed to the care, development and protection of these 'Participants' from harm. It will strive to achieve this by establishing a good awareness of safeguarding issues and an understanding of how to deal sensitively and effectively with any concerns. It aims to ensure that all people involved in Katie Dale-Everett Dance are aware of this Policy and these procedures and how to apply them.
- 2.2. Katie Dale-Everett Dance recognises that children, young people and vulnerable adults themselves can be abusers and that the ethos and framework in which their projects and activities work will promote the mutual respect of the children, young people and vulnerable adults into caring adults.
- 2.3. Katie Dale-Everett Dance also recognises that children, young people and vulnerable adults can be abused by the adults who are caring for them or other people they know. It is recognised that adults who seek to abuse children, young people and vulnerable adults can be attracted to projects and activities such as those undertaken by Katie Dale-Everett Dance, and every effort will be made to ensure they do not gain access to any child, young person or vulnerable adult via Katie Dale-Everett Dance.
- 2.4. Katie Dale-Everett Dance is committed to keeping participants safe by listening and respecting them, maintaining up to date safeguarding and other organisational policies, by appointing a safeguarding lead, by signposting and providing safeguarding training and advice and by making sure that all adults working with Katie Dale-Everett Dance follow safeguarding procedures.

## **3. Touch**

Katie Dale-Everett Dance recognises that touch is an integral part of our work, but will at all times seek to ensure that touch is both appropriate to the activity and that the intention is communicated.

## **4. 'Adults'**

- 4.1. Adults who are to work with the 'Participants' at Katie Dale-Everett Dance will be made aware of the signs and symptoms of abuse. The adults referred to are; the Artistic Directors, Dance Artists, Teaching

Assistants, Musicians and Volunteers working on behalf of Katie Dale-Everett Dance, whether paid or not. They are hereafter all referred to as 'Adults'.

- 4.2. All 'Adults' - may have substantial access to children, young people or vulnerable adults and will be required to have a current Police (DBS) check in place.
- 4.3. It is recognised that all 'adults' who work with children, young people or vulnerable adults are open to allegations of abuse and it is essential to follow good practice guidance to safeguard them and 'Participants'.
- 4.4. Any allegations of abuse made against an 'Adult' will be taken seriously and dealt with under this Policy and guidelines.

## **5. Identification of possible abuse and reporting a concern**

- 5.1. If there is an issue concerning a 'Participant' in a project run by Katie Dale-Everett Dance then it must be reported to one of the Artistic Directors who act as joint safeguarding lead.
- 5.2. If there is an issue concerning one of the Artistic Directors, then it must be reported to the senior management within the organisation for whom the project is being run.
- 5.3. 'Adults' must be aware that concerns of abuse may arise via allegations, disclosures and observations. Any concern must be recorded at the time (handwritten and signed) and reported to the safeguarding lead.
- 5.4. The four main types of abuse are: physical, sexual, emotional and neglect. In addition there are also the following types of abuse: institutional abuse, financial abuse, Modern Slavery, Domestic abuse, Self-Neglect, Organisational abuse, Discrimination, Racism, Bullying.
- 5.5. 'Participants' will be encouraged to discuss any concerns with an appropriate adult.
- 5.6. If any 'Participant' raises a concern with an 'Adult' at Katie Dale-Everett Dance he/she will listen, offer support and suggest where appropriate that the information is passed on to the relevant person. The Safeguarding Officers (Katie Dale-Everett Dance's Artistic Directors) must be alerted and if it is felt that the 'Participant' may have suffered abuse or be at risk of significant harm then the appropriate action will be taken.
- 5.7. If a 'Participant' needs medical attention then this must be sought.
- 5.8. If a 'Participant' is in immediate danger then Police assistance must be sought.

- 5.9. If there are concerns about a 'Participant's' welfare, which may not constitute "significant harm", then the 'Adult' will talk to the 'Participant' and decide whether the carer or parent should be contacted. All concerns and action will be recorded, dated and signed by the 'Adult'.
- 5.10. Social Services are the main agency to investigate actual or possible abuse. If a referral is made then Social Services will make a decision on how to proceed and who will notify the next of kin.
- 5.11. It is essential to co-operate fully with any investigation that may take place. This could involve providing information to Social Services and the Police. It may involve preparing a report for and/or attending a child protection conference. If this happens then Katie Dale-Everett Dance will provide appropriate information and support to the 'Adult' and 'Participant' involved.

**These policies were reviewed in September 2019**