



TOILET USAGE POLICY

The Boundless Company's Toilet Usage Policy allows one child at a time to visit the toilet whilst the club is in process. Each child needs to ask a Boundless Practitioner whether they are allowed to go to the toilet and the answer will be dependent on surroundings and circumstance. If a Boundless Practitioner feels it is not safe for this child to go to the toilet alone, the whole class shall take a toilet break together. If a child does visit the toilet and is longer then 5 minutes the Boundless Practitioner will seek further assistance.

COLLECTION POLICY

The Boundless Company collects each child attending the Club if required from their classroom (if the school requires) and registers them on collection. The children stay with the club Practitioner until all children have been collected and then everyone makes their way to the designated area together. If in the event that a child has not been present at school/Boundless have been informed that the child is not attending the club this week, the child will be marked as absent.

DEPARTURE POLICY

The Boundless Company Practitioner's ensure all children collect their belongings and line up at the departure door at the end of every Club. The Boundless Practitioner will release each child to their parent/guardian and mark them off the register ensuring all children have been accounted for.

COMPLAINTS POLICY

The Boundless Company view complaints as an opportunity to learn and improve for the future, as well as a chance to put things right for the person that has made the complaint. Boundless asks anyone wishing to make a complaint to do so in writing via post or email depending on the severity of the complaint. Boundless handle all complaints confidentially. We aim to reply to all complaints within 48 hours.

CANCELLATION POLICY

The Boundless Company asks that any person(s) wishing to cancel with Boundless must do so in writing. Upon receiving the document Boundless will act accordingly and if feasible offer a refund of any future classes that will not be attended. *Please note this may take 48-72 hours to be sanctioned.*

CANCELLED CLASS

If the Boundless Company have to cancel a class due to staff illness or an unforeseen circumstance then a full refund of that class will be given. If a class is cancelled due to an act of God or a circumstance out of Boundless' control then unfortunately no refund will be issued; we do apologise for this.



CLUBS CODE OF CONDUCT POLICY

The Boundless Dance Club strongly believes that all performers have a responsibility to promote high standards of behaviour both in the studio setting and on stage. All Boundless Dance Practitioners and Performers both young and old have a big part to play in this promotion of the Arts; and as a result we ask everyone to follow the following Codes of Conduct:

In the studio and when on stage I will:

- Show respect to others involved in the creation and performance of any piece.
- Adhere to the Studio and/or Theatres etiquette.
- Always respect any judge's decision in a competition.
- Never enter a Theatre space without an official's permission.
- Never engage in, or tolerate offensive or abusive language or behaviour.

When working with my cast/company I will:

- Place the wellbeing, safety and enjoyment of each cast member above everything, including winning.
- Explain exactly what I expect of cast members and what they can expect from me.
- Ensure all parents/carers of the cast members under the age of 18 understand these expectations.
- Never engage or tolerate any form of bullying.
- Develop mutual trust and respect with every cast member to build their self-esteem.
- Encourage each cast member to accept responsibility for his or her own behaviour and performance.
- Ensure all activities I organise are appropriate for the members of the group taking into account their ability, level, age and maturity.
- Co-operate fully with others in all aspects of performance and creation.

I understand that if I do not follow these Codes of Conduct, Boundless Dance and the School may take the following actions:

- Required to meet with Lee Harvey Robinson and/or the Governing Body of the establishment.
- Monitored by a Boundless Dance Coach and/or Manager.
- Receive a disciplinary (or equivalent) and possibly be required to attend an educational training session with Boundless Dance/time out from class
- Suspended from any future classes/work with Boundless until the matter is resolved.
- Receive a final disciplinary and full description of the account; and be asked to leave the class or company with no refund/further pay.
- At worst, inform the Police of the matter where the case will be left with them to make judgement.

SIGNED: _____

DATE: _____

PRINT NAME: _____