Online Classes & External Venue Policy

Purpose of This Policy

This policy outlines the expectations, procedures, and safeguarding measures for:

- Online ballet classes delivered by Maddy Jacques Ballet
- Classes, rehearsals, workshops, performances, or events delivered from hired studios, shared spaces, theatres, schools, or third-party venues

The policy is designed to ensure all students, parents, staff, and venue partners understand their responsibilities and expectations in maintaining a safe, professional, and respectful environment.

General Expectations

All students participating in online classes are expected to:

- Attend classes on time and prepared
- Wear appropriate dancewear and footwear suitable for the class
- Behave respectfully towards teachers and other students
- Follow all instructions given by the teacher
- Ensure their space is safe and suitable for dancing

Maddy Jacques Ballet reserves the right to remove a participant from an online session if behaviour is deemed unsafe, disruptive, inappropriate, or disrespectful.

Safe Dance Environment

Students and parents/carers must ensure:

- There is adequate space to move safely
- Floors are free from hazards or obstacles
- Appropriate footwear is worn where required
- Students remain hydrated and take breaks if needed
- Young children are supervised appropriately nearby

Parents/carers are responsible for ensuring the environment used for online participation is suitable and safe.

Safeguarding During Online Classes

To protect both students and staff:

- Online classes will only be conducted through approved platforms
- Teachers will use professional accounts where possible
- Private one-to-one online sessions with children will not take place unless a parent/carer is present or aware
- Students should join classes using appropriate names for identification purposes
- Participants must not share meeting links or passwords publicly
- Screenshots, recordings, or photographs must not be taken without prior permission from Maddy Jacques Ballet

Any safeguarding concerns arising during online sessions will be managed in line with the organisation’s safeguarding procedures.

Recording & Photography

Classes may occasionally be recorded for safeguarding, training, or educational purposes. Parents/carers will be informed where recordings are taking place.

Students and families must not:

- Record classes without permission
- Share clips or images of other students online
- Post content that may compromise another child's privacy or wellbeing

Attendance & Technical Issues

While every effort will be made to deliver classes smoothly, Maddy Jacques Ballet cannot be held responsible for:

- Internet failures
- Device malfunctions
- Platform outages
- Poor connection quality in participants' homes

If a teacher experiences technical issues, reasonable efforts will be made to restart or rearrange the class where possible.

Operating From Other Venues

Maddy Jacques Ballet may operate from:

- Hired dance studios
- Theatre venues
- Community centres
- Schools
- Performance spaces
- Shared facilities

When operating from another venue, all students, parents, and staff are expected to follow both:

1. Maddy Jacques Ballet policies and procedures
2. The host venue's rules, regulations, and health & safety requirements

Behaviour Expectations at External Venues

Students, parents, and visitors must:

- Treat venue staff and property respectfully
- Follow instructions from venue management and Maddy Jacques Ballet staff
- Remain within authorised areas only
- Keep noise levels appropriate in shared spaces
- Leave studios, changing rooms, and waiting areas tidy

Any damage caused intentionally or through inappropriate behaviour may result in liability for repair or replacement costs.

Safeguarding & Supervision at Other Venues

When teaching within another school or organisation:

- Responsibility for safeguarding remains with Maddy Jacques Ballet during the session unless otherwise agreed in writing
- Staff will follow the safeguarding procedures of the host venue where applicable
- Students must remain appropriately supervised at all times
- Collection and dismissal procedures must be followed carefully

Parents/carers must notify staff of any collection changes where relevant

Health & Safety

All participants must comply with:

- Fire evacuation procedures
- Emergency instructions
- First aid procedures
- Venue-specific health and safety guidance

In the event of an emergency, instructions from venue staff and Maddy Jacques Ballet teachers must be followed immediately.

Insurance & Liability

Maddy Jacques Ballet maintains appropriate insurance relevant to its activities. However:

- Personal belongings remain the responsibility of the individual
- Maddy Jacques Ballet is not liable for loss, theft, or damage to personal items brought to external venues
- Parents/carers remain responsible for ensuring students are medically fit to participate

Photography & Social Media at External Venues

Photography or filming at third-party venues may be restricted by the host organisation.

Students, parents, and visitors must:

- Follow venue photography rules
- Respect the privacy of others
- Avoid posting content that identifies other children without permission

Non-Compliance

Failure to follow this policy may result in:

- Removal from an online class
- Suspension from activities
- Restricted participation at external venues
- Termination of membership or enrolment in serious cases

Policy Review

This policy will be reviewed regularly and updated where necessary to reflect safeguarding guidance, venue requirements, and operational changes.

Review Date: May 2027