



**BODYWORK
COMPANY
2015/2016**

STUDENT GUIDE POLICIES AND PROCEDURES

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Policies and Procedures

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1) Applications and Auditions Policy and Procedure

1.1 Applications

Throughout the year Bodywork Company Performing Arts Cambridge UK, advertises full time vocational training via different Medias. These include various publications including The Dancing Times, Social media networks, and the Bodywork Company website. Bodywork also participates in numerous events throughout the year in order to reach as wide an audience as possible such as:

- Visiting UK colleges that offer BTEC courses – Conducting workshops and external auditions.
- Open Days – Interested parties along with their families are given the opportunity to visit the college where they can participate and/or observe a variety of classes. The potential applicants and their families are given the opportunity to meet teaching staff, current students, and a presentation is given covering a variety of topics from funding to housing by the Principal of the school. Following the presentation, the principal of the school conducts a Question and Answer session for all of the possible applicants and their families.
- Outreach programmes – In 2005, Bodywork Company Dance Studios set up the Education Outreach Program to create more opportunities for young people, within Cambridge and the surrounding areas, to be involved in the arts. This allows young people who could be potentially excluded from having the opportunity to take part due to transport difficulties.
- Part time courses are offered throughout the year such as summer schools, audition preparation courses.
- Theatre School – Bodywork also houses a Theatre School for children age 3-18yrs. Many of these children go on to audition for full time vocational training at Bodywork.
- The annual MOVE IT events at London Olympia – Current full time Bodywork students are given the opportunity to showcase the college by performing a number of times throughout the event. Bodywork also has a stand where staff and students offer their time and hand out prospectuses to interested applicants and answer any questions they may have.

The application pack explaining the audition process along with funding and support is available on our website www.bodyworkcompany.co.uk. The application can be downloaded, completed and then returned Bodywork at admin@bodyworkds.co.uk.

1.2 Audition Preparation Course

Bodywork offers a three day course for students 15 years+ who are contemplating full-time Performing Arts training. It provides individuals with all of the knowledge and preparation needed to ensure that they feel confident and ready to audition.

The course is run by experienced Bodywork teaching staff who will help you understand exactly what they look for when auditioning students.

1.3 Audition Selection Process

Alongside Trinity and CDET guidelines, Bodywork aims to include as many applicants as possible into the audition process for full-time vocational training. Many of the applicants have a previous history of dance or musical theatre of some sort, however this is not a requirement as each applicant is assessed on their individual talent as well as their employment potential.

Within the audition process, should the applicant have any disabilities or impairments, assistance will be offered by a member of staff in order to complete the audition whenever possible. Applicants are encouraged to disclose any disabilities through questions posed within the medical and equal opportunities area within the application pack.

Bodywork endeavours to work in-depth with all relevant 3rd parties (If necessary/requested) to ensure all of the applicants needs are supported and met.

1.4 Criteria

Each applicant is assessed on ability and potential in a Ballet and Jazz class. This is followed by a dance solo, a singing solo, and a monologue. The Injury Manager also attends the audition and checks the medical area of the application to ensure the aspirations of prospective student can be realistically met.

All aspects of the audition process are documented.

Auditions are assessed by the Principal of the College, Directors, Heads of Departments and Senior managers to ensure that the consistency of the audition process is upheld.

The applicant is assessed on different criteria dependent upon the subject. The assessor marks each area as Very Good, Good, Satisfactory, or Unsatisfactory. The assessor has to be able to quantify their marking with a comment on the report sheet next to the subject and criteria that sits behind the subject. Please see below:

- Ballet – Barre, Centre, Artistry and Performance, Potential
- Jazz – Technique, Dynamics, Performance, Potential
- Dance Solo – Comments from assessor
- Singing/Song Solo – Technique, Performance, Potential
- Acting Solo - Technique, Performance, Potential

In addition to the above, the assessor will be commenting on quality of performance, musicality, and the ability to retain, understand and apply choreography at a reasonable pace.

Overseas applicants who with a valid reason are unable to attend an audition at Bodywork are able to submit a DVD for audition. Detailed information can be provided by emailing admin@bodyworkds.co.uk.

1.5 Foundation Course Offer

If applicants for the full-time Level 6 Diploma in Dance or Musical Theatre are unsuccessful in gaining a place, they may be offered a place on to the 1yr Foundation Course.

1.6 Offer Review Panel

The Principal and Directors and occasionally Senior Management form the review panel. All reports from each of the assessors along with the competent levels from the criteria above relating to each applicant are reviewed by the panel when making a final decision for placement offers. The future employability will also be taken in to account when reviewing the above.

1.7 BTEC Eligibility

The BTEC is a nationally recognised qualification and this course would run alongside the Trinity Musical Theatre qualification to create our overall programme. This course would be optional for all, however it is open to the large majority of our applicants for the coming year.

- Ordinarily the fees for the Foundation course are £8100
- An approximate £3000 reduction in your fees would occur
- A qualification equivalent to 2 A-Levels (which would give access to university)

What you need to be eligible:

- You should be between 16-18 years of age on August 31st 2015
- You cannot have already taken a Level 3 BTEC in Performing Arts Dance or Musical Theatre elsewhere prior to entry to the course.
- The Qualification for the Foundation Course is Grade 8 Musical Theatre (Groups)

Learners aged 18+ may also be eligible but there are variable parameters that we would need to discuss with you on an individual basis.

For applicants that are not eligible and/or would not wish to take the BTEC there will be absolutely no impact on the course that they have been accepted for. The BTEC runs alongside Bodywork's Foundation course and will not affect the previously planned timetable, structure, quality and outcomes of the course. Any learners that have already completed a BTEC elsewhere should understand they will be involved in classes with unit delivery. These will run to the College standard of training and the qualification will not be delivered in the same way that the student would expect at a standard FE/Sixth form institution.

1.8 Successful Applicants

All successful applicants are emailed or posted a conditional offer letter. Once the student has met the conditions of this offer, their place will then be confirmed by Bodywork.

1.9 Diploma Funding Audition

Once the offer has been made for the Diploma Level 6 in Musical theatre or Dance, each applicant will be sent an email inviting them to a funding audition. They will be asked to complete details of their financial circumstances and pay an audition fee if required. The financial circumstances of the applicant will be taken into consideration when deciding on the allocation of Dance and Drama Awards where more than one student of equal talent is eligible.

1.10 Unsuccessful Applicants

Bodywork endeavours to inform unsuccessful applicants as soon as possible following the audition.

1.11 DaDA Funding

Students who are successful in receiving a DaDA award will be informed in writing along with any further information regarding the DaDA.

Students who are not eligible for a DaDA will be given further advice on how to obtain financial help via other avenues.

1.12 Appeals Procedure

There is an appeals procedure in place for students who are found not eligible for DaDA Funding. The applicant has to submit their appeal within 7 working days of being notified of the result.

The appeals committee comprises of the Principal, Members of the Senior Management Team as well as 2 External Parties

The appeals committee will endeavour to respond to the applicant as soon as possible.

2) Course Structure

Students will study either the Level 6 Diploma in Professional Dance or the Level 6 Diploma in Professional Musical Theatre. The first year is generic. Students will, with guidance, choose a diploma route at the end of the first year. Changing courses is not recommended.

Subjects Studied:

Ballet, Contemporary, Jazz, Tap, Pilates, Pas de Deux, Singing, Acting, Voice, Performance Projects and Independent Professional Studies

2.1 The Level 6 Diploma in Professional Dance and Musical Theatre

Below is a table that describes the Diploma Courses as they are broken down. The numbers in the 'Credit' box represent credits within the Level of the Diploma and the Level of the Diploma is indicated in the box entitled Level.

Some of the diploma is credited at Level 6 NQF and some at Level 5 NQF, but overall you achieve a Level 6 Diploma.

The Student's total credits at the end of the course represent credits they can take forward should they decide to progress to a Degree

2.2 DANCE

UNIT	UNIT TITLE	CREDITS	LEVEL
1	TECHNICAL SKILLS This is your major option choices	150	6
2, 3 or 4	SUPPORTING TECHNICAL SKILLS This is your minor option choice	40	5
5	PERFORMANCE IN PROFESSIONAL DANCE This is your performance	130	6
6	ADDITIONAL PROFESSIONAL SKILLS & PRACTICE This is professionalism, conduct and business skills	60	6
7	IPS This is Integrated Professional Skills	40	6
	Total Credits	420	6

UNIT	UNIT TITLE	CREDITS	LEVEL
1	TECHNICAL SKILLS -SINGING This is your first major option choice	70	6
2or 3	TECHNICAL SKILLS – DANCE OR ACTING This is your second major option choice	80	6
4 or 5	SUPPORTING TECHNICAL SKILLS – DANCE OR ACTING This is your minor diploma option	40	5
6	PERFORMANCE IN PROFESSIONAL MUSICAL THEATRE This is your performance	130	6
7	ADDITIONAL PROFESSIONAL SKILLS & PRACTICE This is professionalism, conduct and business skills	60	6
8	IPS This is Integrated Professional Skills	40	6
	Total Credits	420	6

3) Assessment and Feedback Process

3.1 Assessment Panel

The student will be assessed annually throughout their time at Bodywork by a panel which ordinarily includes the Principal of the College, Directors, Heads of Departments, Senior Managers and an examiner from Trinity College London.

3.2 Assessment Criteria for Ballet

The student should be able to display the following:

Year 1 – Correct stance placement, Knowledge of foundation steps and understanding of French terminology, Development of the correct use of arms through the upper back, Awareness of personal anatomy, Development of co-ordination, Awareness of presentation and musicality, Development of strength for Pointe work (females) virtuosity (males)

Year 2 - Correct and strong stance and placement, Comprehensive knowledge of classical vocabulary and repertoire, Correct use of arms and good co-ordination, Ability to demonstrate complex enchaînements, Confidence in presentation and a good sense of musicality, Strong pointe work (females) Strong virtuosity (males)

Year 3 - Correct and secure stance and placement, Refined knowledge of classical vocabulary, Ability to perform complex enchaînements with proficient technique, excellent use of arms and co-ordination, Artistic interpretation with use of dynamics and musicality, Professional, consistent and pleasing performance

3.3 Assessment Criteria for Contemporary

The student should be able to display the following: -

Year 1 - Appropriate placement of weight, Use of abdominal strength to correctly centre the body, Development of upper body strength, Development of transference of weight and breadth of movement, An awareness of rhythmic detail, musical phrasing and dynamics, Understanding of accurate coordination.

Year 2 - Proficient placement of weight, Strong abdominal strength and continued development of body's centre, Comprehensive use of upper body strength, Smooth and rapid movements with a broad vocabulary of dynamics, Spatial awareness, Use of weight using fall and recovery, Development of complex sequences concentrating on jumps and turns.

Year 3 - Refined use of core strength and placement of weight, Secure sense of rhythm and musical phrasing and a complex and diverse vocabulary of dynamics, Consistent fluidity of movement during sequences, Confident use of body weight, Awareness of personal and general space, Professional level of performance and presentation, The ability to accurately interpret a variety of choreographic styles to a professional performance level.

3.4 Assessment Criteria for Jazz

The student should be able to display the following:-

Year 1 - Posture and alignment, Isolation technique, Coordination, Safe, effective warm-up and cool down technique.

Year 2 - Students will be assessed on their performance of floor work, Fluidity in the warm up and travelling steps, Clarity of technical understanding, Strong, accurate interpretation of the work set, Interpretation of technique through style, Ability to perform with confidence.

Year 3 - Sustained, accurate centre work, Performance of combinations to a professional level, Accurate, performance at a professional level, Assessment and validation of final qualification will be in performance in a theatre setting.

3.5 Assessment Criteria for Tap

The student should be able to display the following: -

Year 1 - Correct weight placement, a basic tap technique, knowledge of tap vocabulary, an awareness of rhythm and syncopation, the ability to perform and present tap in both English and American styles.

Year 2 - A comprehensive knowledge of tap vocabulary, Development of tap technique, Good dynamics and rhythmic response, Strong performance in a variety of styles.

Year 3 - A refined knowledge of tap vocabulary, secure tap technique, Use of complex rhythmic patterns, the ability to perform complex combinations, a professional performance in a wide variety of styles.

3.6 Assessment Criteria for Singing

The student should be able to display the following: -

- Correct anatomical alignment
- Breath control
- Correct placement and vocal agility
- Understanding of the use of a range of vocal qualities
- Clarity of diction
- Projection

Year 1 - _Understanding of vocal technique and use of instrument, Tone, pitch and articulation, Professional conduct, Interpretation.

Year 2 - A secure vocal technique, Development of consistent individual tonal quality and resonance, an intelligent and sensitive response to performance material, Communication of emotional recall.

Year 3 - Refined vocal technique, excellent individual tonal quality and resonance, a versatile voice, allowing adaptability to different styles, a professional, artistic and consistent performance.

3.7 Assessment Criteria for Acting

The student should be able to display the following: -

- A well-produced and supported voice with expressive range
- Physical characterisation appropriate to the style of writing
- A truthful expression of the text and subtext in accordance with the writer's intention
- A spontaneous response and interaction with fellow performers
- A professional discipline throughout class, rehearsal and performance

Acting Majors

Students who elect to take Acting as a major subject extend their skills through a variety of projects dependent on the size, gender balance, personality and particular interests of the group.

3.8 Assessment Criteria for Voice

The student should be able to display the following: -

- A well-produced and supported voice with expressive range
- Physical characterisation appropriate to the style of writing
- A truthful expression of the text and subtext in accordance with the writer's intention
- A spontaneous response and interaction with fellow performers
- A professional discipline throughout class, rehearsal and performance

Acting Majors

Students who elect to take Acting as a major subject extend their skills through a variety of projects dependent on the size, gender balance, personality and particular interests of the group.

3.9 Assessment Criteria for Performance Projects

The student should be able to display the following: -

- Students will be assessed in vocal skills
- Technique
- Interpretation
- Presentation
- Projection
- Professional conduct

3.10 Assessment Criteria for Dance Performance Projects

The student should be able to display the following: -

- Students will be assessed professional conduct
- Technique
- Musicality and dynamics
- Accuracy in interpretation
- Performance

3.11 Assessment Criteria for Integrated Professional Studies

The student should be able to display the following: -

Year 1 - Students will be assessed on professional conduct, Technique, Musicality and dynamics, Accuracy in interpretation, Performance.

Years 2&3 - Ability to critically reflect, Ability to use various resources effectively, Ability to work independently, Ability to research effectively, Presentation skills.

3.12 Assessment Criteria for Business Skills

The student should be able to display the following:

- Understanding of how to seek and gain employment
- Understanding of contractual and other business issues
- Understanding of theatre etiquette along with roles and responsibilities of the working theatre
- Ability to present a professional and confident self-image
- Ability to speak confidently and concisely to an interview panel
- The ability to answer questions confidently and quickly
- Excellent punctuality and professional presentation
- Knowledge of TAX and National Insurance Issues for the Self-Employed

3.13 Grade Descriptors for Practical Subject Assessments

The following grade descriptors are applied to each subject's assessment criteria:

Distinction	17-20	The student's work demonstrates complete command of the given technique and is executed with precision and attention to detail. The work fulfils the learning outcomes of the subject. There is a high-level of performance in the work showing originality and using initiative. The student is focused and approaches work intelligently.
Merit	14 -16	The student demonstrates an above average command of the technique and executes it with a degree of precision. The work meets the majority of learning outcomes and is presented with a level of performance that shows individuality. The student is focused and shows a degree of intelligence within the technique.
Pass	11-13	The student's work demonstrates a reasonable level of competence in the technique and executes it well. The work meets the learning outcomes of the subject to an extent and there is an awareness of performance. The student shows a degree of thought and understanding.
Pass	8-10	The work demonstrates limited technical competence and only partially meets the specific objectives of the subject. There is little awareness of performance and no evidence of originality or individuality. The student shows limited understanding of the technique.
Fail	0-7	The work fails to meet the assessment criteria.

Students' grades may be reduced if their attendance has not been 100% throughout the study of the subject area or they have missed an unacceptable amount of the course.

3.14 Grade Descriptors for written work

The following grade descriptors are applied to the relevant assessment criteria.

Distinction	17 - 20	The work demonstrates a complete understanding of the subject and responds fully to the assignment. It will be comprehensive, well-presented and, literate, using resources effectively and appropriately. The work will show originality and initiative both in content and presentation.
Merit	14 - 16	The work shows an above average understanding of the subject and responds well to the assignment. It will cover all the major issues, be clearly presented and literate, using resources appropriately. The work will demonstrate a degree of originality and initiative in content and presentation.
Pass	11 - 13	The work demonstrates a reasonable level of understanding and responds to the assignment. It will cover some of the major issues, be adequately presented and reasonably literate, with reference to resources.
Pass	8- 10	The work shows a limited understanding of the subject and somewhat responds to the assignment. There is limited reference to the major issues and the presentation is acceptable. It reveals a limited use of resources and shows some literary merit.
Fail	0 - 7	The work fails to meet the assessment criteria.

3.15 Assessment Appeals Procedure

What is an appeal?

An appeal is a request from a student that an assessment results should be reviewed because it is believed that an injustice has occurred. An appeal may only be made against a published assessment result. Students wishing to query a grade that has not yet been published may do so informally through the relevant teacher.

Why might an appeal be necessary?

Students may wish to make an appeal if they feel that:

- There has been an administrative error in the management of the assessment
- That the assessment was not run in accordance with guidelines in the Course Specification
- That the assessors have failed to consider material circumstances relating to the delivery of a class, which have adversely affected the student's performance in assessment

How to make an appeal?

The student must write a letter of appeal to the Course Leader, stating all the relevant facts and any information they feel will help determine the outcome.

What happens next?

The Course Leader will then investigate the appeal, talking to the relevant and the Principal. All the facts will be taken into consideration and the appeal will be treated impartially and compassionately. The student will be informed of the decision and any change in the assessment result will then be published.

4) Attendance and Punctuality Procedure

4.1

100 % attendance is expected. Lateness and absence without a valid reason will be deemed as a disciplinary matter. Poor attendance could impact on your diploma outcome.

4.2

You are expected to arrive 30 minutes before the start of your first class. That means on most days you will have signed in by 8.45am. You are expected to be in the studio to warm-up 15 minutes before the class begins. If you have Fitness you are expected to arrive at the venue at 8.00am to start at 8.15. You will be marked as 'Late' for that day if you have not signed in by 8.30am according to the college clock.

4.3

You must still sign in at reception at Glisson Road even if your first class is at another site. Asking another student to sign in for you is not acceptable.

4.4

If you are slightly late for morning class with a valid reason, such as a doctor's appointment, you may join in at the teacher's discretion.

4.5

If you miss morning class, you may not be allowed to take part in classes for the day but must watch and complete an Observation Form. Exceptional circumstances will be considered.

4.6

If you need to be excused from college for a day, you must obtain permission from the Principal or Course Leaders via the Student Liaison Officer in advance.

4.7

If you are unable to attend college you must phone in on 01223 314461, send a text to 07715 485172 (including your name) or email StudentLiaison@bodyworkds.co.uk by 10am that morning and every subsequent morning that you are off. A message from another student is not acceptable. You will be marked as 'Absent' if you do not contact us.

4.8

Classes may be missed for injury clinic but you must excuse yourself with the teacher.

4.9

Late mornings and free periods are to be used for doctor's appointments etc. If you do have to leave college to attend an appointment before the end of your day, you must present an appointment card to the office in advance and sign out and sign in again if you return, at the main office.

4.10

Lateness to class is also not acceptable. You should be in the correct studio by the time class is due to start in the correct uniform. The timetable can be tight, but there is always at least 15 minutes to change sites, so this is not an excuse for being late. If class has started when you arrive you will not be allowed to participate.

5) Data Protection Policy

5.1 The Data Protection Policy

As with all educational establishments, Bodywork Company, by necessity, holds and processes data about its employees, applicants, students, alumni and other individuals for a range of purposes (such as the administration of the audition and funding process, course administration, welfare, student accounts, staff payroll and to enable correspondence and communications). To comply with the Data Protection Act 1998, ("the 1998 Act") all personal data must be administered in a suitable and lawful manner.

All personal data, which may be recorded and stored on paper, on computer or via other media, is subject to certain legal protection, as defined in the 1998 Act and other regulations. The 1998 Act imposes limitations on how the College might use that information.

Bodywork Company adheres to the Data Protection Act 1998. This act details an outline of rights and duties, created to protect personal data, balancing the genuine and legal needs of organisations to collect and use personal data against the entitlement of individuals within the privacy of their personal details. It is an essential part of the overall safeguarding procedure at the College, and acts to protect potentially vulnerable children and young adults.

All members of the College will be issued with this policy so that the conditions of data protection legislation and of their individual responsibility concerning the legislation are transparent to all.

This policy has been approved by the Senior Management Team, and the College Principal. It sets out the College's approach to data protection and the legal conditions that must be satisfied in relation to the obtaining, handling, processing, storage, transportation and disposal and safe destruction of personal information.

5.2 The 8 principles of the Act

Schedule 1 to the Data Protection Act lists the data protection principles in the following terms:

1. Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless –
 - (a) At least one of the conditions in Schedule 2 is met, and
 - (b) In the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met
2. Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes
3. Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed
4. Personal data shall be accurate and, where necessary, kept up to date
5. Personal data processed for any purpose or purposes shall not be kept for longer than is necessary for that purpose or those purposes

6. Personal data shall be processed in accordance with the rights of data subjects under this Act
7. Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data
8. Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

College faculty and staff should be aware that specific procedures apply to the provision of data to third parties. In the case of principle 8, personal data about any person put on the World Wide Web placed there without that person's express consent will breach the Act and therefore have serious consequences.

Failure to comply with the provisions of the Act may render the College, and/or potentially the individuals involved, liable to prosecution in addition to creating civil charges. With this in mind, all College members should make themselves aware of the general aspects of Data Protection, more particularly if they are dealing with personal data as part of their duties.

5.3 Scope and status of the policy

This policy does not form part of the formal contract of employment, but it is a condition of employment and enrolment that employees and students will abide by the rules and policies made by the College at all times. Failure to follow the policy will therefore result in disciplinary proceedings. This policy serves to protect the privacy of all college members.

Any member of staff, who considers that the policy has not been followed in respect of their personal data, should raise the matter with their Line Manager. If the matter is not resolved it should be raised as a formal grievance.

5.4 Notification of Data Held and Processed

All staff, students and other users are entitled to know:

- What information the College holds and what it is used for
- How to access such information should they need to
- How to update it so that the College holds accurate information
- The details of the Bodywork Company Data Protection Policy

Bodywork Company will therefore provide all staff and students and other relevant users with a form outlining the above. The College will endeavour to do this at least once every three years.

5.5 Responsibilities of Staff

All staff at Bodywork Company must ensure that they:

- Provide the College with accurate and up to date information in connection with their employment.
- Update the College with any changes to information as soon as they are able
- Make the College aware of any errors or changes. The College cannot be held responsible for any errors or changes unless they have been informed of them.

If and when staff collect information about other people (i.e. about students course work, tutorial outcomes, assessment results, references to other academic institutions, or details of personal circumstances), they must comply with the guidelines for staff.

5.6 Data Security

All staff members are responsible for ensuring that:

- Any personal data which they hold is kept securely
- Personal information is not disclosed either verbally, in writing (either hard copy or via a computer) accidentally or otherwise to any unauthorised third party

Personal information should be kept in a locked filing cabinet or lockable drawer. Computerised data must be password protected.

Data stored on portable electronic devices or removable media is the responsibility of the individual member of staff who operates the equipment. It is the responsibility of this individual to ensure that:

- Suitable backups of the data exist
- Electronic devices such as laptops or PDA's, and computer media (USB devices, CD-ROM's etc...) that contain sensitive data are not left unattended at any time

For some data the risk of failing to provide sufficient security may be so great that it should never be taken home. This could include payroll information, addresses of students and staff, disciplinary or appraisal records or bank account details. Exceptions to this may only be with the explicit agreement of the Principal.

5.7 Student obligations

Students must ensure that all personal data provided to the College is accurate and up to date. They must ensure that any changes to personal data are given to the Student Liaison Officer as soon as possible after they occur.

Students using the College computers should be aware that anything stored on them is available to other users and therefore should provide a memory stick on which they store their work, and any information that they wish to keep confidential.

5.8 Rights to Access Information

Staff, students and other users of the College have the right to access any personal data that is being kept about them either on computer or in certain files. Any person who wishes to exercise this right should approach the Principal.

5.9 Publication of College Information

Information that is already in the public domain is exempt from the 1998 Act. It is the College policy to make as much information public as possible, and in particular the following information may be available to the public – for reasons

- Names and contacts of key staff
- List of faculty members
- Photographs of key staff

5.10 Subject Consent

In certain cases, the College can only process personal data with the permission of the individual. However, giving consent to the College with regard to processing specified personal data is a condition of acceptance of a student onto any course, and also a condition of employment for staff. This includes information about previous criminal convictions, contact details and any other information that is vital to the running of the college.

The College has a duty under the Children's Act 1989 and other related Acts to ensure that all staff are suitable for the job, and students for the courses on offer. The College also has a duty of care to all staff and students and must therefore ensure that employees and those who use the College facilities do not pose a threat or danger to other users.

The College will ask for information about particular health needs, such as allergies to particular forms of medication, or any conditions such as asthma or diabetes. The College will only use the information in the protection of the health and safety of the individual, but will need consent to process in the event of a medical emergency, for example.

Therefore, all potential college members will be asked to sign a "Consent to Process" form, concerning particular types of information when an offer of employment or a course place is made. Refusing to sign such a form may result in the offer being withdrawn.

5.11 The Data Controller and the Designated Data Controllers

Under the Act, the College is responsible overall for Data Control. However, there are designated data controllers who deal with day-to-day matters. The data controllers are Emma Kerr – Director and Head of Pastoral Care, and Jenny Edmonds – Student Liaison Officer.

5.12 Assessment Marks, Diploma Certificates – Trinity College London and BTEC

Students will be entitled to information about their marks for their assessments and Diploma outcomes. However, the College reserves the right to withhold results and certificates in the event that the full course fees have not been paid.

5.13 Length of time that Data may be retained

The College is required to retain some details for a longer period than other information. Student data will not be kept indefinitely, unless there are specific requests to do so. Usually, student information will be retained for a maximum of seven years after they leave the College. This complies with the requirements of College fiscal administration and accounting law and assists with the tracking of students after graduation.

This will include:

- Name and address, and another forms of contact such as email address and mobile phone number
- Date of Birth
- Dates of study
- Academic achievements, including marks for coursework
- Destinations after graduation
- Records of fee payment

All other information, including any information about health, race or disciplinary matters may be destroyed prior to the 7 years stated above, depending on any outstanding matters pertaining to each student, and at the College's discretion.

All data relating to staff will be kept for a minimum of five years after leaving the College. Financial information will be kept for a minimum of 7 years. This will include information in respect of taxation, potential or current disputes or legal processes regarding their employment, and information required for job references.

5.14 Student work – Edexcel BTEC Level 3 Diploma

Edexcel require us to hold all student work for a minimum of 5 years for the purposes of external verification. This will be stored in line with this policy.

5.15 The Data Protection Act 1998: Admissions and student records statement

To assist the College to comply with its legal obligations under the Data Protection Act 1998, this statement sets out the main purposes for which the College holds, processes and discloses personal data.

If you object to any of the processing set out in this statement then you should indicate this to the Data Protection Officer and your objection will be considered. All students will be issued with the College's Data Protection Policy which contains further guidelines and individuals' obligations. If you have any queries you should raise them with the Data Protection Officer as appropriate.

The College processes personal data to assist in the admissions process, to enable the provision of education and welfare services to its students, to provide up to date academic records, to assist in the administration and collection of fees and charges, to comply with legal and other obligations (e.g. health & safety), to facilitate communications and mailings, to enable the provision of references, for alumni activities and for graduate tracking, promotional and archive purposes.

Information is produced by the applicants and students themselves by way of application forms and other means.

In order to ensure the proper functioning of the College as an institution in the Further Education sector, the College is required to disclose relevant personal data about applicants and students within the College to other members of staff, organisations such as Trinity College, The College of West Anglia and Edexcel (BTEC students only), The Council for Dance Education and Training (CDET), The Education Funding Agency (EFA) and potential employers or agents. The College may or may not seek further consent to specific disclosures depending upon the intended disclosure.

In the event that the College needs to process your sensitive personal data, it will endeavour to seek to your explicit consent to the extent that the processing is not covered by other conditions or exemptions in the 1998 Act and refer to the Consent to Process Form where applicable.

Required information is listed below:

- Student name, address when studying and all contact details (which must be updated when necessary)
- Parents or guardian contact details
- Emergency contact details
- Examination results
- Gender
- Ethnicity
- Date of Birth
- Any disability, allergy or medical condition and required action in the event of a medical emergency
- Details of any previous or pending convictions

5.16 How to access and update information held at the College

If you require access to information held, or need to update anything, please contact the College Designated Data Controller.

September 2015

6) Disciplinary and Grievance Procedures

Disciplinary action taken against you for matters concerning poor performance, behaviour or absence, etc. will normally follow the procedure detailed below:

6.1 First Written Warning

You will be interviewed by the Student Liaison Officer or, in her absence, a Course Leader, and given an opportunity to explain your case. If a disciplinary warning is deemed to be necessary, a First Written Warning will be given and a copy of this will be kept on your Personal File. The warning will remain on file for the rest of the relevant Academic Year, but will be disregarded for disciplinary purposes after such time has elapsed provided your performance and/or conduct has reached a satisfactory level.

The warning will detail the reason for disciplinary action, the expected improvement and time scale within which the improvement should occur, the names of the persons present during the meeting, and the consequences of not meeting the standards required.

6.2 Second Written Warning

Where further action is deemed to be necessary a Course Leader will issue a Second Written Warning. This Second Written Warning will be issued in the same way as for the First Written Warning detailed above. A Second Written Warning will remain on file for the rest of the relevant Academic Year, but will be disregarded for disciplinary purposes after such time has elapsed provided your performance and/or conduct has reached a satisfactory level.

6.3 Final Written Warning

If further action is deemed necessary a Final Written Warning will be issued by the Principal in the same way as detailed above but will state that further disciplinary action will result in expulsion. A Final Written Warning will remain on file but will be disregarded for disciplinary purposes after such time has elapsed for it to be no longer relevant provided your performance and/or conduct has reached a satisfactory level.

6.4 Expulsion

If further action is deemed necessary you will be given an opportunity to explain your case to the Principal who will then decide if expulsion is appropriate.

6.5 Gross Misconduct

In the case of Gross Misconduct the Principal will suspend any student without notice and without issuing warnings as detailed above. Gross Misconduct includes physical violence, misuse of substances and alcohol, bullying (cyber or otherwise) fighting, theft, physical or emotional abuse of others in the college community, improper personal behaviour, malicious damage to property or other similar offences. This list is not exhaustive and other serious offences may also constitute gross misconduct. Whilst suspension is in place, the Principal will decide the next course of action, which may be expulsion or return to the college under strict conditions and monitoring. This meeting will take place without the suspended student. Although each step in the disciplinary procedure will normally be used in sequence, Bodywork Company reserves the right to use any step in the procedure if, in the view of Bodywork Company, the disciplinary action warrants this.

6.6 Right to be accompanied

You will have the right to be accompanied by a family (or similar) representative at any formal disciplinary or dismissal meeting. The accompanying person will be allowed to address the hearing and to ask questions but will not have the right to answer questions on your behalf. Your chosen companion will also be allowed reasonable time to confer privately with you either within the hearing room or outside.

6.7 Appeals

You will have the right to appeal against any disciplinary or dismissal decision made by Bodywork Company. Any appeal should be put in writing, stating the reason for the appeal, and submitted to the Principal within seven days of receipt of the disciplinary warning or notice of termination. When attending an appeal hearing, you will have the right to be accompanied by a family (or similar) representative.

6.8 Grievance Procedure

If you have a grievance, you should in the first instance raise the matter with your student representative or group tutor who will try to resolve the issue in question. Most grievances should be resolved at this informal stage.

If you are not satisfied with the answer given at this informal stage, you should raise the matter in writing with a Course Leader. You will be given the opportunity to discuss your grievance at a formal hearing which will be arranged within seven working days of your grievance being received and you will receive an answer within seven working days of the hearing.

If you wish to appeal against the decision given at this stage, you should raise the matter in writing with the Principal giving full details of your appeal. A formal hearing will be arranged within seven working days of your appeal being received and you will receive an answer within seven days of the hearing.

You have the right to be accompanied by a family (or similar) representative beyond the informal stage of the Grievance Procedure.

If you raise a grievance maliciously or fictitiously, you may be subject to disciplinary action if after investigation the grievance proves to be lacking in substance.

7) Environmental and Sustainability Policy

7.1 Introduction

This policy has been introduced to comply with The Environment Act 1995. The act outlines the need for awareness of the environment and what can be done within any organisation to ensure that all possible actions are taken in order to preserve the environment.

7.2 Policy Statement

Bodywork Company is committed to the belief and implementation of environmental protection and sustainable development, with an emphasis on on-going improvement and lowering pollution. The College will seek to improve its performance in the areas of college courses, organisation and processes, interaction and facilities as detailed in summary form below.

7.3 Scope

This Policy applies to Senior Management and all staff who work for Bodywork Company in any capacity. It also includes the students, who are asked to be considerate of the need to preserve the environment.

7.4 Objectives

The Senior Management Team at Bodywork Company will endeavour to:

- Reasonably develop all areas of College procedure within terms of environmental protection and sustainable development

Within College Procedures and Processes

The Senior Management Team at Bodywork Company will endeavour to:

- Provide students with the opportunity to raise their awareness of environmental issues via processes and procedures that the College implements
- Raise staff awareness of the need to consider the environment in all college practices

Infrastructure and Operations

The responsible parties at Bodywork Company will endeavour to:

- Decrease energy consumption and to incorporate long term strategies for energy efficiency into the planning and development of college premises present and future, where financially possible
- Analyse and lessen water consumption where possible
- Lower the amount of waste produced and to improve the recycling of materials, disposing of all waste and effluents in a safe and responsible manner
- Seek where practical outworkers who show awareness and responsibility for environmental management and development
- Endorse the use of environmentally-friendly means of transport by all college members, visitors and outworkers and to review the operation of College modes of transport

Communications

The Senior Management Team at Bodywork Company will endeavour to:

- Let staff and students know about local and global environmental issues and to involve them where practical in the College's environmental processes

A series of targets have been identified in respect of each of the above objectives. Progress against these targets will be monitored by the SMT.

This policy will be reviewed every 2 years by the SMT – review due September 2014

7.5 Sustainability

Bodywork Company are dedicated to the values of sustainability and ensuring that negative impact to the environment is kept to an absolute minimum. Here at bodywork we aim to guide staff and students of positive environmental procedures and encourage commitment to sustainability.

It is important that we recognise our operations have an effect on the local, regional and global environments and that we can positively impact towards the preservation and security of the environment. As a college we are extremely committed to constant improvements in the minimisation of waste and pollution and we will endeavour to practice sustainability values to a high standard.

Aims

Senior Management

- Promote sustainable development in all aspects across the company.
- Work toward educating sustainability as a key theme of continuing Professional Development for all staff.
- Embed sustainability into the strategic business planning process and closely monitor its progress

Buildings and Travel

- Seek to eliminate waste and ensure that the building works in a way to improve energy efficiency.
- Promote the use of more sustainable modes of transport by encouraging staff and students to use public transport, car share and cycle to get to College

8) Equal Opportunities Policy – Staff

8.1 Introduction

Bodywork Company acknowledges that discrimination may occur against individuals or groups of individuals because of their race, gender, disability, sexuality, class, culture, marital or civil status, pregnancy and maternity, gender reassignment, age or religious or non-religious faith or belief. This discrimination may be direct, involving active and conscious exclusion of such individuals and groups, or indirect, by not actively accessing all areas of society or by using materials or practices that may offend or exclude members of some groups.

The college strongly opposes any discrimination of the above kind and in the writing of this policy, honour to implement, monitor and evaluate equal opportunities in all areas of practice.

Race Equality – The College is aware of its responsibilities regarding race equality issues as laid out in the Race Relations Act and endeavours to eliminate unlawful racial discrimination and promote race equality and good race relations.

Disability Statement – Bodywork Company recognises its statutory obligations regarding disability as described in the 2010 Disability Discrimination Act (DDA) and the 2001 Special Educational Needs and Disability Act (SENDA). The company will continually analyse its practices to ensure it is meeting these obligations. The separate statement regarding disability should be referred to.

Harassment Policy – The College recognises the right of all students and staff to be treated with respect and dignity and there is a separate Harassment Policy to deal with any incidences of harassment, bullying or intimidation.

8.2 Aims and commitments

To:

- Endeavour to reflect the make-up of our society at all levels of the organisation
- Establish good links with organisations and groups of people facing discrimination
- Endeavour to make premises accessible for all members of the community. This will only be fully achieved after current building plans are realised.
- Consider equal opportunities in all areas of our services and work

And with specific relation to Race Equality:

- Actively tackle racial discrimination, and promote racial equality and good race relations across the organization

8.3 Implementation

General responsibilities

- All staff and students are expected to enter into the spirit of the policy and to ensure that a positive equal opportunities climate exists
- Language or behaviour designed to be offensive to any of the groups outlined in our statement is unacceptable and will not be tolerated within the organization

Management Responsibilities

- Encourage and support all students and staff to reach their potential
- Encourage the use of the appropriate language throughout the college as well as an atmosphere of inclusion

And with specific relation to Race Equality:

- Promote race equality inside and outside the institution
- Follow the relevant procedures and take action against staff or students who discriminate for reasons of race, colour, nationality or ethnic/national origins
- And Management will ensure that Equal Opportunities and Race Equality are considered in the following situations –
- Recruitment and selection of staff – Vacant posts will be advertised although due to the specific nature of most positions this is likely to be in industry related publications. All applications will be considered equally for their suitability and Interviews will be consistent, fair and transparent.
- Recruitment and selection of students - Every effort will be made to advertise and promote the course in a diverse range of publications and places in order to widen access to training. Applications will be accepted and encouraged from all areas of society. The entry criteria will be applied to all applicants but will be as flexible as possible in order to accommodate those with particular access requirements. Auditions for entry and funding will be consistent, fair and transparent.
- Induction of new staff and students - All new staff and students will receive copies of the Equal Opportunities Policy including Race Equality, Disability Statement and Harassment Policy. All staff and students will be given the opportunity to discuss any specific access requirements they have at induction and the company will endeavour to meet these fully.
- Provision of the Course - The college will ensure that the curriculum is delivered without discrimination and the needs of those with specific access requirements will be met and that all materials and practices used do not directly or indirectly discriminate
- Assessment – Assessments will be carried out in a fair and transparent manner with all candidates being treated equally and judged against the same criteria.

Staff Responsibilities

- Encourage and support students equally and promote a mutually respectful relationship
- Recognise and oppose any form of discrimination in class and the college
- Refrain from socialising with students either in person or on Social Networking sites such as Facebook, Myspace, Twitter et al; or entering into personal relationships with students
- Ensure all teaching materials and practices do not discriminate against or unintentionally exclude any individuals or groups

And with specific relation to Race Equality –

- Deal with any racist incidents and be able to recognise and tackle racial bias and stereotyping
- Promote race equality and good race relations, and avoid discrimination against anyone for reasons of race, colour, nationality or ethnic/national origin

9) Equal Opportunities Policy – Students

As above and Including:

Student Responsibilities

- Treat fellow students with respect recognising the importance of individuality
- Enter into a mutually respectful, professional relationships with staff
- Recognise and oppose any form of discrimination in class and the college

And with specific relation to Race Equality –

Oppose any racist incident, racial bias or stereotyping and notify the appropriate staff if they witness any action of this sort

Enforcement

Any direct or indirect discrimination, victimisation and harassment are very serious matters and any student or staff member who fails to comply with the equal opportunities, race equality or disability policies will be subject to the appropriate Disciplinary Procedure. All staff and students are encouraged to be vigilant and report any act that they feel contravenes this policy to their personal tutor/line manager or the Principal.

Monitoring, Evaluation, Improvement

The make-up of the entire organisation will be constantly monitored to ensure all members are being treated in accordance with this and other policies. Analysis will be undertaken to assess equal opportunities and race equality across the college and areas for improvement will be identified in annual self-assessment documents. Plans for improvement will be included in the strategic plans for the college.

10) External Audition Policy

10.1 Bodywork Company External Audition Policy

The college policy is as follows:

- Only 3rd years may audition in term time, and only for jobs which do not compromise their final year of training.
- Auditions for industry related work during holiday time which any student may be able to participate in, will be permitted at the college's discretion.
- If there is an open audition advertised please advise Jane Kerr – Creative Director, Casting and Corporate Entertainment as soon as you are aware, providing a list of who wants to attend. Once your name is on the list you must attend as it can cause great disruption to the college if you say you are going to attend and you decide not to go and come to college instead.
- Jane Kerr will then consult with the Principal and Course Co-ordinator to ascertain what is happening on that day, and if there is any way that the people who want to go can be freed up, and then this will be put into action. If there is a rehearsal which involves some of the people on the list they will not be able to go to the audition but those who are free will be permitted to attend.
- Any student found to be taking auditions for roles within the profession without permission will face the disciplinary procedures as this is not acceptable.
- Creative Director - Jane Kerr oversees any auditions or castings that are from the in house agency. Students who are chosen for auditions or cast automatically for roles during term times will be at the discretion of Jane Kerr and dependent upon all of the above.

11) Learning Support Policy

11.1 Introduction

Bodywork Company recognises that every student has different needs and that some students may require extra help with written work. This may be with specific access requirements, such as larger print, or with extra tuition in certain areas. Every effort will be made by the college to provide this support and make reasonable adjustments to the course where necessary.

11.2 Identifying Students requiring learning support

Students are asked at the point of registration and again at induction to declare any form of disability or learning difficulty. Any student who does declare such an issue will be given an initial interview with the Learning Support Officer to determine what support they require, if any. Some students, however, may feel initially reluctant to discuss such matters or may, in fact, be unaware of their learning needs. Staff are requested to bring any concerns regarding student's ability and learning to the attention of the Student Liaison Officer or the Course Leaders so that the issue can be followed up.

11.3 Learning Support Officer

Having identified students' needs in an initial interview, the Learning Support Officer will liaise with staff, the Student Liaison Officer, the Course Leaders and the Principal to discuss how provision can be made and will work with any student on a one-on-one basis if assistance is required with written work. The Learning Support Officer provides annual reports detailing progress of the support provision.

12) Health and Safety Policy

12.1 Health and Safety

Bodywork Company recognises and accepts its responsibility to provide a safe and healthy working environment for its staff and students. There is a Health and Safety notice board in the reception area of the main building which displays the relevant information. Please make sure you read this information and check it regularly for any updates. The College Health and Safety Policy Statement is below.

Keeping the building safe requires everyone's input and we really need staff and students to share the responsibility by:

1. Ensuring that rooms and studios are tidy after class including stacking chairs and mats
 2. Returning any chairs or equipment to the studio they came from if they are borrowed for class
 3. Ensuring that landing and corridor areas are kept clear of chairs or equipment
 4. Keeping fire doors shut which includes all studio doors
 5. Notifying reception of any breakages or safety issues, problems with equipment, lack of soap or toilet rolls, or other concerns
 6. Picking up litter around the building and asking students to clear up their own rubbish
- Reinforcing the student rules, in particular, no chewing gum and bottled water only in studios

12.2 Health and Safety Policy Statement

Bodywork Company statement of general policy is to:

1. Ensure the welfare and health and safety of all persons at work and in training at Bodywork Company
2. Protect all staff, students, visitors, contractors and the general public who attend college premises/sites or who are affected by our undertakings, from risks to their health and safety
3. Ensure that the necessary resources are in place in order to comply with the Health and Safety at Work Act and all associated legislation
4. Identify hazards and provide adequate control of the risks arising from our work activities
5. Provide and maintain safe equipment
6. Provide information, instruction and supervision for employees
7. Ensure that all employees are competent to do their tasks
8. Maintain safe and healthy working conditions and ensure that the means of access to and egress from workplaces are safe
9. Consult with our employees on matters affecting their health and safety
10. Endeavour to prevent accidents and cases of work-related ill health
11. Monitor health and safety on a regular basis
12. Provide appropriate personal protective equipment where necessary, for example when working in a hired theatre

12.3 Organisation

Bodywork Company directors have overall responsibility for all matters relating to the health, safety and welfare of every person involved in the running of the college, along with the students who study there. In addition they are also responsible for any visiting persons.

In addition all Senior Management and Welfare Staff are responsible for ensuring that the general intent of the health and safety policy is followed in practical terms, within their spheres of activity.

All employees and self-employed staff have a duty to exercise personal care and responsibility towards themselves and others, and to co-operate with Bodywork Company in the execution of this policy.

12.4 Arrangements

Bodywork Company will take all reasonable steps to meet its responsibilities through appropriate and effective arrangements.

Risk assessments and safe working procedures in conjunction with AP Partnership will specify health and safety arrangements in sufficient detail to enable individual employees to promote safe and healthy working practices.

It is a legal duty for ALL staff, students, and visitors in the school to cooperate with the arrangements for safety set out in this document.

12.5 Public Liability Insurance Document

Please see below the most recent certificate for Bodywork Company's Public liability insurance.



Certificate of Employers' Liability Insurance (a)

(Where required by regulation 5 of the Employers' Liability (Compulsory Insurance) Regulations 1998, one or more copies of this certificate must be displayed at each place of business at which the Policyholder employs persons covered by the Policy)

Policy Number	25083393 CCI
Name of Policyholder	Cambridge Performing Arts Course Ltd & Cambridge Theatre School Ltd t/a Bodywork Dance Studios
Date of Commencement of Insurance	13 September 2015
Date of Expiry of Insurance	12 September 2016

We hereby certify that subject to paragraph 2

1. the Policy to which this certificate relates satisfies the requirements of the relevant law applicable in Great Britain, Northern Ireland, the Isle of Man, the Island of Jersey, the Island of Guernsey and the Island of Alderney, or to offshore installations in territorial waters around Great Britain and its Continental Shelf (b)
2. the minimum amount of cover provided by this Policy is no less than £5million (c)

Signed on behalf of Aviva Insurance Limited (Authorised Insurer)

A handwritten signature in black ink, appearing to read 'Maurice Tulloch'.

Authorised Signatory
Maurice Tulloch
Chief Executive Officer, UK & Ireland General Insurance

Notes

- a) Where the employer is a company to which regulation 3(2) of the Regulations applies, the certificate shall state in a prominent place, either that the policy covers the holding company and all its subsidiaries, or that the policy covers the holding company and all its subsidiaries except any specifically excluded by name, or that the policy covers the holding company and only the named subsidiaries.
- b) Specify applicable law as provided for in regulation 4(6) of the Regulations.
- c) See regulation 3(1) of the Regulations and delete whichever of paragraphs 2(a) or 2(b) does not apply. Where 2(b) is applicable, specify the amount of cover provided by the relevant policy.

Aviva Insurance Limited. Registered in Scotland, No. 2116. Registered Office: Pitheavlis, Perth PH2 0NH.
Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.

13) Physical Correction Policy

Dancing is a physical skill and in order to help and facilitate the student's learning the teacher may need to physically guide a movement by touch. Touch promotes kinaesthetic learning and can sometimes produce a quicker response to correction than other teaching tools. Students' personal boundaries, however, vary with each individual and are influenced by their past experiences, culture, age and gender. Bodywork Company has a Physical Correction Policy in place to protect staff and students and encourage best practice. The following requirements must be adhered to.

Teachers at Bodywork Company are required to:

- Ensure they use a range of teaching tools other than touch, such as imagery and visualisation, demonstration, and encouraging students to self-correct
- Be sensitive to gender, age and cultural issues
- Touch in a professional and unambiguous manner
- Ensure touch is firm, direct and necessary, using a flat hand and with a clinical nature
- Avoid: close physical contact around the pelvis; use of sharp finger nails; 'tickling' to produce sensation; touching the head, face or hair
- Avoid damaging touch such as forced stretching, use of excessive force to help a movement or hitting arms and legs to remind about a correction
- Check that learning has occurred through this action and if not, try to convey understanding in a different way
- Use eye contact to monitor how the student is responding to contact and be sensitive to their response.

Students at Bodywork Company are required to:

- Make the Head of Pastoral Care aware if they are not comfortable with the use of touch
- Report any instance in which they feel touch has been used inappropriately to the Course Leaders, or if more appropriate, the Student Liaison Officer who will notify the Course Leaders immediately

In a situation where it appears this policy has not been adhered to, those concerned will be subject to the guidelines laid out in the Harassment Policy.

14) Injury Policy and Procedure

14.1 Injury Policy

Here at Bodywork we understand fully the demands placed upon young bodies during training, both physically and emotionally. As teaching staff we have a duty of care to nurture talent in a safe and effective way. The three or four years of training will prove to be challenging and fulfilling, giving the student all the tools needed to become an accomplished performing artist.

Knowledge is key in enabling students to get the best from their body and mind. Anatomy, nutrition, injury prevention, fitness, Pilates, floor barre and sports psychology are all included in the timetable.

The Injury Clinic at Bodywork provides a valuable service to the college. Emma Kerr, Director – Head of Pastoral Care and Injury Management is a Sports and Remedial massage therapist and Pilate's practitioner who has worked closely with both students and professionals for many years and works to reduce injury rate and raise awareness. Sports massage is proven to be a highly effective manual therapy for performers. In the clinic postural advice, biomechanical issues and technique are also addressed. The clinic is on site and accessible during college hours, and in the inevitable case of injury, advice and treatment is readily available. Emma works closely with the office staff and teaching faculty, helping students to recover in the safest way. Injuries are closely monitored and rehabilitation work given.

The clinic has established links with local physiotherapists, osteopaths and other recommended health practitioners who students can be referred to. Following referral, Emma will always request information from these practitioners.

Bodywork Company believes peak fitness to be a pre-requisite to working in the industry and the Fit Dancer Programme was developed to encourage students to be healthy and motivated. If we have any concerns about students weight they are dealt with in a sensitive and confidential way, understanding that health and wellbeing is paramount to a young person, particularly those who may be away from home for the first time. Our disordered eating policy is available on page 65.

Rates for treatment are subsidised and a payment plan is offered to foundation and first year students. It is recommended that students try to take out private health insurance.

14.2 Injury Procedure

In the event of an injury RICE (Rest, Ice, Compression, and Elevation) must be applied in the first instance. DO NOT apply heat in the first 24/48 hours.

Contact Emma Kerr in the injury clinic who will then advise the best course of treatment; this may be sports massage, physiotherapy or osteopathy.

An injury form will be issued stating what you should or should not be doing to help the healing process. All teachers must read and sign the form as this helps both you and the teacher to know what is going on which is key to your recovery.

In the event that you are advised to rest completely you will fill in an observation sheet for each class or you may be given rehabilitation work to be doing while you are watching. Long-term injuries will be closely monitored and you will be put on an emergency timetable.

The injury clinic has close ties with local practitioners and Emma is able to communicate with them to help your recovery. Please always report injuries in order to keep your injury file updated.

Emma will always try to see you within a day of your injury occurring and is available to contact between 8.00am and 9.00pm.

15) Smoke Free Policy – NHS Provided

15.1 Purpose

This policy has been developed to protect all employees, service users, customers and visitors from exposure to second-hand smoke and to assist compliance with the Health Act 2006. Exposure to second-hand smoke increases the risk of lung cancer, heart disease and other serious illnesses. Ventilation or separating smokers and non-smokers within the same airspace does not completely stop potentially dangerous exposure.

15.2 Policy

It is the policy of Bodywork Company that all our workplaces are smoke free, and all students, members and employees have a right to work in a smoke free environment. The policy is effective as of Sunday 1st July 2007. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. This includes company vehicles. This policy applies to all employees, consultants, contractors, customers or members and visitors.

15.3 Implementation

Overall responsibility for policy implementation and review rests with the Senior Management Team at Bodywork Company. However, all staff are obliged to adhere to, and support the implementation of the policy. The Senior Management Team at Bodywork Company shall inform all existing employees, consultants and contractors of the policy and their role in the implementation and monitoring of the policy. They will also give all new personnel a copy of the policy on recruitment/induction. Appropriate 'no-smoking' signs will be clearly displayed at the entrances to and within the premises, and in all smoke free vehicles.

15.4 Non-Compliance

Local disciplinary procedures will be followed if students or a member of staff do not comply with this policy. Those who do not comply with the smoke free law may also be liable to a fixed penalty fine and possible criminal prosecution.

15.5 Help to stop smoking

The NHS offers a range of free services to help smokers give up. Visit gosmokefree.co.uk or call the NHS Smoking Helpline on 0800 169 0 169 for details. Alternatively you can text 'GIVE UP' and your full postcode to 88088 to find your local NHS Stop Smoking Service.

16) Other Sites - Guidelines

It is incredibly important that we treat the additional spaces we hire with respect and adhere to the rules laid down by the managers. As the teacher, you are ultimately responsible for the space and the students' behaviour whilst they are at other sites and we would ask you to assist in ensuring that all spaces are left clean and tidy.

16.1 Glisson Road:

Any person discovering a fire is to sound the warning fire alarm at which point the receptionist will call the fire brigade. Do not stop to collect personal belongings. All persons are to meet at the junction of Glisson Road and Lyndwode Road.

16.2 Health and Safety at Glisson Road:

Please sign in and out when you enter and leave the Glisson Road site - this is so that we can be sure to know your whereabouts should a fire occur, or if we have to evacuate the building. Fire procedures for all premises are below:

16.3 YMCA

Unfortunately, there are no changing facilities for us here. We have to pay for any damages that occur during our bookings so please ensure that the following rules are adhered to:

1. You have to collect the keys for the studios from reception and sign for them.
2. Whilst in the studio, please ensure the fire door is unlocked and no exits are blocked and stairs and hallways must be kept clear.
3. When leaving, you must lock the room and return the keys to reception unless there is another member of staff already there to hand the keys to.
4. There must be NO food or drink taken into the studio, except bottled water, and no chewing gum.
5. The volume on the stereo must stay below the white line marked on the control.
6. Students and staff must not block corridors and must change in appropriate areas and use the ground floor toilets only.
7. Only dance shoes are to be worn in the studio – no tap shoes.
8. Please accept any instructions given to you by the YMCA staff.

16.4 Health and safety at the YMCA

If you have any urgent problems whilst at the YMCA, please speak to the duty manager or Julie Martin in the Fitness Office. If the matter is not urgent, please let us know and we will deal with it as soon as possible.

Fire procedure at the YMCA - If the fire alarm sounds, please evacuate the building immediately and proceed to the assembly point which is Parker's Piece (the green on the other side of the road).

16.5 St Paul's

The code for the main entrance to the centre can be obtained by the Student Liaison (Jenny Edmonds) or the Course Coordinator (Melanie Medlock). You will need to collect a key for the stereo from Melanie Medlock before you go there.

Fire procedure at St Pauls: When the alarm sounds, Centre users should leave the building promptly by one of the clearly marked fire exits and assemble in the garden near the pavement to await further instructions. Anyone in Room 5 on the north side of the building should leave by the door which opens on to St Paul's Road.

Kelsey Kerridge Sports Centre (rarely used): Please familiarise yourself with evacuation points and fire procedures should you use this venue.

St Barnabas Church: Fire procedures will be issued at the start of the term.

Please ensure all rooms are left clean and tidy.

17) Pastoral Care Policy

17.1 Pastoral Care Policy

At Bodywork Company we aim to look after the personal and social wellbeing of students. This encompasses a wide variety of issues including; health, social and moral education, behaviour management, attendance and emotional support.

Those administering Pastoral care receive training to relate gently and skilfully with the inner worlds of individuals from all backgrounds and the elements that go to make up that persons sense of self, their inner resources, resilience and capacity to cope.

The team are always mindful of the physical, emotional and financial demands that the rigour of full time training demands, particularly young students who are living away from home for the first time. Students are treated equally and an ethos of empathy, support and positivity encourages the student to become an authentic person and performing artist. Students should know that the team are approachable, work without judgement and are respectful of confidentiality.

Students can arrange Pastoral meetings by appointment (text or email) or on site. Urgent issues will always take priority. Pastoral concerns can be raised by the student, a fellow student, a parent or guardian, or staff member. We can provide in-house counselling or help with referral. Huge emphasis is placed on Pastoral care within our college, with smaller student numbers we provide a nurturing family atmosphere. We believe in a joined up approach; students should feel supported in all areas of college life throughout their training. Parents/Guardians can contact the Head of Pastoral Care via the college number or email.

The Head of Pastoral, Emma Kerr, is also designated Safeguarding Lead – Please see Safeguarding of Vulnerable adults and Child Protection Policy on Page 48.

Teaching staff will be notified if there is a situation regarding a student that they should be aware of, in most instances this will be in the form of information on how to support the student and not details of the disclosure. Students have the right to request confidentiality, however if such confidentiality is considered detrimental to the health and safety of the student and/or the college community, the college reserves the right to share information appropriately. Please refer to Bodywork Company Confidentiality Policy for further details.

17.2 Sexual health and awareness

Talks will be provided by SexYouality, (a local agency set up for young people) subjects such as STDs, contraception and LGBT will be covered, appropriate to age. Students should feel able to discuss concerns in confidence with the Head of Pastoral Care.

17.3 Drug and alcohol policy

Bodywork Performing Arts has zero tolerance to the use and misuse of drugs and alcohol, this includes the use of 'legal highs'. Any student who appears to be intoxicated or under the influence of drugs will be taken off timetable immediately. Appropriate support and disciplinary measures will be administered. Specialist talks are given to foundation and first year students.

17.4 Access to services

- Dance UK, information, support and advice for the dance community.
- NHS Dancers clinic.
- BEAT, advice for disordered eating,
- Centre 33, CYP Counselling service
- Cogwheel trust, counselling charity
- CASUS, substance abuse advice for young people.
- SexYouality, support agency for LGBT individuals.
- Addenbrookes Hospital.
- Samaritans.

18) Harassment Policy

This Company will not tolerate any form of harassment amongst employees. If you are found guilty of harassing another, disciplinary action will be taken which could lead to dismissal. In cases of serious harassment, criminal action may be taken against you.

It is the duty of all staff to uphold the Company policy and to report any known actions of harassment to their Line Manager or a Director immediately. You are responsible for your behaviour and are expected to act in a manner that avoids and discourages any form of harassment.

18.1 Introduction

Bodywork Company recognise the right of all staff and students to be treated with respect and dignity and are committed to the development of positive policies for the elimination of all kinds of harassment. All parties have the right to work and study in an environment free from harassment, bullying and other types of intimidation.

18.2 What is Harassment?

Harassment takes many forms, occurs on a variety of different grounds and can be directed at one person or many people. Harassment is conduct that is unwanted by the recipient and which the recipient finds offensive or unacceptable. It can include unwelcome physical, verbal or non-verbal conduct. Conduct can be harassment even if it was not intended to violate the recipient's dignity, if it has that effect. Conduct normally becomes harassment if it is persisted even though it has been made clear that it is regarded by the recipient as offensive, although a single incident may amount as harassment if sufficiently serious.

Harassment can be based on a wide variety of the recipients characteristics including: race, ethnic origin, nationality or skin colour; gender or sexual orientation; disabilities, sensory impairments or learning difficulties; religion; age; being an inferior person in terms of power. Forms of harassment can include: physical contact, including violence or threatened violence; jokes or pranks; obscene gestures, verbal abuse or offensive language; gossip or slander; obscene or offensive posters, graffiti, letters, e-mails, screen-savers etc.; requests for sexual favours; threat of dismissal/expulsion for refusal of sexual favours; isolation or non-co-operation and exclusion; abuse of position of power by bullying or humiliating; intrusion by pestering, spying and stalking.

18.3 Responsibilities

Students and staff have a responsibility to help ensure that the dignity of all is respected within the working environment. Everyone must comply with this policy and should ensure that their behaviour to all does not cause offence and could not in any way be regarded as harassment. Everyone should discourage harassment by making it clear that they find such behaviour unacceptable and alerting an appropriate member of management in confidence to any incident of harassment.

18.4 Procedure

Due to the seriousness of harassment, this procedure is separate and replaces the grievance procedure for dealing with complaints of harassment. If an incident happens which a member of staff or student thinks may constitute harassment, they are advised to attempt to resolve the problem informally. In some cases it may be sufficient to make it clear to the harasser that their behaviour is unacceptable and that it must stop. If support is needed, it should be sort from a student rep, elected member of staff or Line Manager.

If harassment continues, where serious harassment occurs or where the informal approach seems inappropriate, a formal complaint should be made in writing to the Principal or another member of senior management stating: the name of the harasser; the nature of the harassment; dates and times the harassment took place; names of witnesses (if any) to the incidents; the action (if any) already taken to stop the harassment. They will investigate the allegations sensitively and respect the rights of both the alleged victim and the accused. Both parties will be interviewed and may be accompanied to these interviews. Anyone else interviewed in the course of the investigation will be reminded of the need for confidentiality. When the investigation is complete, a decision will be made on whether the complaint is considered to be well-founded.

If the complaint is well-founded, disciplinary action will be taken against the person about whom the complaint was made. Deliberate sexual, racial or disability harassment, victimisation or serious bullying will normally result in dismissal/expulsion. Where a lesser penalty is appropriate, or if the complaint is considered to be unfounded, reasonable adjustment may be made to enable both parties to continue without embarrassment or anxiety. Any unwarranted allegation of harassment, made in bad faith and in a malicious manner, will be very seriously addressed and may result in dismissal/expulsion.

18.5 Appeals

If either party is not satisfied with the way the complaint has been handled, they may ask for it to be reconsidered by another member of management or, where appropriate, the Principal. The appeal should be made in writing and the person handling the appeal will decide if any further investigation is needed. Their decision is final.

19) Bribery and Corruption policy

It is Company policy to conduct business in an honest way, and without the use of corrupt practices or acts of bribery to obtain an unfair advantage.

The Company is committed to ensuring adherence to the highest legal and ethical standards. This must be reflected in every aspect of the way in which we operate. We must bring integrity to all our dealings.

This is not just a cultural commitment on the part of the organisation; it is a moral issue and a legal requirement. Bribery is a criminal offence in most countries, and corrupt acts expose the Company and its employees to the risk of prosecution, fines and imprisonment, as well as endangering the Company's reputation.

19.1 Introduction

This policy has been introduced to comply with The Bribery Act 2010. This act introduces an offence for organisations who are 'failing to prevent bribery'. Organisations need to have in place adequate procedures to prevent bribery occurring in order to fulfil the requirements of this act.

19.2 Policy Statement

Bodywork Company values its reputation for ethical behaviour and for financial integrity. It recognises that over and above the commission of any crime, any involvement in bribery would also reflect adversely on its image and reputation. Therefore Bodywork Company aims to avoid exposure to bribery by:

- Setting out a clear anti-bribery policy
- Encouraging all college members to be vigilant and to report any suspicions of bribery, providing appropriate channels of communication and ensuring that sensitive information is handled properly
- Ensuring that all instances of alleged bribery are investigated, assisting police and other appropriate authorities in any consequential prosecution
- Taking appropriate action against any person(s) involved in bribery

19.3 Scope

This Policy applies to Senior Management and all staff who work for Bodywork Company in any capacity.

Bodywork Company prohibits the suggestion of, the offering, the giving or the acceptance of any bribe. This includes cash or other enticement to or from any person or body acting on Bodywork Company behalf in order to gain any advantage for the College in a way which is unethical or in order to gain any personal advantage, fiscal or otherwise, for the individual or anyone connected with the individual.

19.4 Further Clarification

Bodywork Company recognises that practice varies across the areas in which it does business and what is normal and acceptable in one place may not be in another. This policy statement prohibits any inducement which results in a personal gain or advantage to the recipient or any person or body associated with them, and

which is intended to influence them to take action which may not be solely in the interests of Bodywork Company.

This policy is not meant to prohibit the following practices providing they are customary, are proportionate and are properly recorded:

- Normal and appropriate hospitality
- The giving of a ceremonial gift on a festival or another special time

Inevitably, decisions as to what is acceptable may not always be easy. If anyone is in doubt as to whether a potential act constitutes bribery, the matter should be referred to your line manager. If necessary, guidance should also be sought from the Principal.

19.5 Staff Responsibility

The prevention, detection and reporting of bribery is the responsibility of all staff throughout the College. Suitable channels of communication by which staff and others can report confidentially any suspicion of bribery will be maintained by Line Managers and Senior Staff.

20) Safeguarding of Vulnerable Adults and Child Protection Policy

20.1 Purpose

The purpose of this Safeguarding Of Vulnerable Adults and Child Protection Policy is to protect any child, young person or vulnerable adult who is a part of Bodywork Company community from suffering forms of abuse as defined in the Children's Act (1989) and The Care Act (2014), The Protection of Freedoms Act (2012) and Keeping Children Safe in Education (2015).

20.2 Definitions

The following definitions apply throughout the Safeguarding of Vulnerable Adults and Child Protection Policy and associated procedures:

Forms of abuse:

The Children Act (1989) defines the four main types of abuse: physical, emotional, sexual and neglect. We also include forms of abuse such as Child Sexual Exploitation and Domestic Violence within this policy. We recognise forms of abuse such as material, financial and organisational abuse may particularly affect Vulnerable Adults. As part of this policy we also include "Prevent" as part of our duty to safeguarding children, young people and vulnerable adults.

Child or Children:

The Children Act 1989 defines a child as a person under eighteen for most purposes.

Vulnerable Adult or Adults:

The Care Act (2014) defines a vulnerable adult as a person aged 18 or over who is, or may be, in need of community services due to age, illness or a mental or physical disability. Who is, or may be, unable to take care of him/herself, or unable to protect himself/herself from significant harm or exploitation.

20.3 Principles

Bodywork Company recognises that it may offer the only stable and secure element in the life of a young person who is being abused. Therefore the welfare of the college community is everyone's responsibility, along with a responsibility to protect them from risk of abuse. In addition, it is essential that all learners are working in a healthy, safe, and risk free environment. This Policy and these Procedures are based on the following principles:

- A positive, supportive ethos and a secure environment where learners feel valued
- That the primary concern is the welfare of the student community
- All members of the college community whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and sexual identity have the right to protection from abuse
- It is the responsibility of the college to report any concerns about abuse and the responsibility of the Police and Social Service to conduct, if appropriate, a joint investigation

- Any allegations of misconduct, abuse and poor practice will be taken seriously and responded to appropriately and promptly
- All personal data will be processed in accordance with the requirements of the Data Protection Act 1998
- The three main elements to this policy are prevention, protection and support

20.4 Prevention

Bodywork Company promotes a secure environment in which students feel respected and valued. We recognise that confidence, high self-esteem and clear lines of communication with trusted adults are important elements in prevention. Students are encouraged to talk and are listened to.

Bodywork Company will have in place procedures which:

- Ensure that the College environment is one where students can feel safe in both the real and the virtual world and are encouraged to talk and are listened to
- Ensure Students know that there are adults in the College whom they can approach if they are worried or in difficulty and their concerns will be taken seriously and acted upon appropriately
- Provide guidance and opportunities to equip Students with the skills they need to stay safe from abuse in both the real and virtual world and information about who to turn to for help
- Recognise that some children, young people and vulnerable adults may need their privacy protected for their own safety and that any publicity materials containing photographs of students will not be published without their permission
- Provide guidance on physical contact, in consideration of the nature of the training
- Recognise the particular challenges faced by children, young people and vulnerable adults with learning difficulties or communication difficulties by ensuring they are properly supported
- Ensure that staff are aware of their responsibility to provide an up to date DBS disclosure and that these are renewed every 4 years maximum. For any staff involved in the delivery and management of the BTEC, there is a requirement for a renewed DBS every 3 years (in line with the policy of our partners at College of West Anglia)
- Ensure staff are aware of their duty to report any allegations regarding their colleagues/other professionals
- Regard sexual relationships between staff and learners (aged under 18 and vulnerable adults) as unacceptable, a breach of their contract and of their position of trust
- Ensure that appropriate action is taken to exclude, refuse admission or employment to any individual who may pose a risk to children, young people or vulnerable adults
- Keep a single, central record of all checks on staff
- Provide a Recruitment Policy and Procedure that incorporates the best practice regarding safer recruitment and staff involved in recruitment and selection have been briefed on these requirements

20.5 Protection

Bodywork Company will be informed by guidance issued and training provided by Cambridgeshire Local Safeguarding Children Board.

Bodywork Company will:

Have at least one designated member of staff who has received appropriate training provided by the Cambridgeshire Local Safeguarding Children Board and other relevant agencies.

Communicate to students and staff the names of designated staff who are the designated safeguarding person(s), the Student Liaison Officer and all First Aiders

- Aim to inform every member of staff of their responsibility for referring Child Protection or SOVA concerns using the proper procedures and within the shortest possible timeframe
- Endeavour to provide training for key staff in order to enable them to respond appropriately and sensitively to any safeguarding issues that may arise
- Have in place procedures for reporting all safeguarding issues

20.6 Support

Bodywork Company will provide appropriate student support for any issue which may affect their wellbeing, for staff to whom a disclosure has been made, and to staff or students against whom an allegation has been made.

Bodywork Company will:

- Support students to the best of their ability via the development of a responsive and knowledgeable staff who are trained to respond appropriately to safeguarding issues
- Endeavour to communicate to every member of staff the awareness of the need to be alert to the signs of abuse, and how to respond to a disclosure.

This will include:

- Their personal responsibility
- Bodywork Company procedures
- The need to be vigilant and careful in identifying cases of abuse
- What support to offer to a student who makes a disclosure
- What to do if an allegation is made against a member of staff

Offer further appropriate support to students, either via college support systems, or with external specialists who are recommended by the Cambridgeshire Local Safeguarding Children Board, Education Child Protection Service and other relevant agencies.

Develop productive, supportive relationships with parents wherever it is in the students' interests to do so

Provide suitable support for staff to whom a disclosure has been made

20.7 Confidentiality and record keeping

While acknowledging the need to create an environment conducive to speaking freely, staff should make it clear to students who approach them asking for complete confidentiality that, in some circumstances, staff are duty bound to pass on what they are told. Staff must never give undertakings of absolute confidentiality. The student should, however, be assured that the matter will be disclosed only to people who need to know about it and that this in the first instance will be the Designated person. This statement is in accordance with the Bodywork Company Confidentiality Policy.

Bodywork Company will:

Keep clear, detailed, accurate, written records of concerns about students (noting the date, event and action taken), even when there is no need to refer the matter to Social Care immediately

Ensure all records are kept securely, separate from the main Student File, and in a locked location

20.8 Policies and Procedures linked to the safeguarding and welfare of students

Associated Policies, procedures and documents within student and staff information booklets:

- Safeguarding of Vulnerable Adults and Child Protection Policy
- General Rules and Regulations
- Mission Statement
- Physical correction policy
- Injury Policy
- Pastoral Care Policy
- Drug and Alcohol Policy
- Safeguarding Policy
- Audition Policy
- Health and Safety Policy
- Environmental Policy
- Data Protection Policy

Associated Policies, procedures and documents that can be made available on request:

- Equality of Opportunity Policy
- Guidelines for Acting Against Abuse
- Whistle blowing Policies and procedures
- Disordered Eating Policy
- Disability Statement
- Bullying and Harassment Policy
- Charter
- Staff and Student Handbooks – including Disciplinary and Grievance and Appeals procedures

20.9 Further information and guidance

- Cambridgeshire Local Safeguarding Children Board “Safeguarding Inter-Agency Procedures”, to be found on the LSCB website www.cambslscb.org.uk
- Keeping Children Safe in Education: for schools and colleges 2015 Department of Education
- The Care Act (2015)
- The Protection of Freedoms Act (2012)

Monitoring

The policy will be reviewed every year or in the following circumstances

- Changes in legislation and/or government guidance
- As required by Cambridgeshire Local Safeguarding Children’s Board
- As a result of any other significant change or event

There will be an area added here at a later date on **Prevent** (*Departmental advice for schools and childcare providers on preventing children and young people from being drawn into terrorism*).

21) Guidelines for acting against abuse

21.1 Introduction

The following guidelines have been set out to advise and guide all staff – including teaching and administration staff, guest teachers, year group tutors, course leaders and senior management. This policy works alongside the Bodywork Company Safeguarding Policy.

They are also intended as a framework for moving allegations of abuse forward, and therefore are also relevant to the Principal. Not all sections are applicable to all those listed above, and those that are not are intended as procedures for the Principal to follow once alleged or witnessed abuse has been reported. It should be apparent to the reader which section(s) apply to them. Please consider that you will be in breach of the Safeguarding Policy should these guidelines not be followed.

These guidelines include 4 sections:

- Section 1 – What to do if you witness abuse
Relevant to: All staff
- Section 2 – What to do if someone alleges the possible abuse of or harm to any student
Relevant to: All staff
- Section 3 – How to establish the level of concern and the ensuing procedure
Relevant to: Senior Management
- Section 4 – Follow up and referrals
Relevant to: Senior Management

21.2 Section 1 – What to do if you witness abuse

It is important to acknowledge that there are different types of abuse physical, sexual, and emotional (including verbal abuse, neglect and bullying)

The following procedures should be carried out if you witness abuse:

- Do what you can to stop the abuse, without putting anyone – including yourself, at risk
- Then, you should inform the abuser of what you believe you are witnessing
- Next, invite them to stop what they are doing, if they have not already done so
- Then ask the abuser to go to a staff room and wait for further instruction, letting them know that you are going to inform the relevant member of staff

If the abuse does not cease at this point, and you feel there is no more you can do, then try to call for another member of staff to help you.

If the abuse has ceased at this point either remain with the victim, or take them with you to the relevant member of staff. **DO NOT LEAVE THE VICTIM OF THE ABUSE ALONE.**

Record the event in written form as soon as you are able to, ensuring that you keep the original notes. Make sure that you sign the notes, and include the date. The notes should include who, what, where and when and anything that you did to endeavour to cause the abuse to cease. Please be sure to use quotation marks, when quoting verbatim.

21.3 Section 2 – What to do if someone alleges the possible abuse of or harm to any student

Different situations may arise in which may involve you in a disclosure or allegation of abuse.

The following applies if the person who is being abused, or the person who is concerned that abuse is taking place contacts you directly. This could occur in Tutoring or if the person asks to speak to you one-on-one.

- Step 1: ensure that you are completely focussed on the information you are receiving
- Step 2: you must inform the person who has contacted you that you may have to disclose the information that they have given you, but that you will tell as few people as possible, in line with the confidentiality information displayed throughout Bodywork Company
- Step 3: offer them your reassurance: - it is very likely that the person making the allegation will feel very vulnerable. Make them aware that they will be supported throughout any ensuing procedure that may be carried out
- Step 4: use open questions only, for example 'Then what took place?' Be aware that you can jeopardise the future of the allegation and investigation if you ask leading questions, for example 'How did X abuse X?'

In addition: make sure that you only ask for relevant information. You need the facts, but asking too many questions will not be constructive at this stage of the investigation. Avoid offering your own opinion as it is irrelevant and may harm ensuing procedures

- Decide whether or not you need to take any further action at the time of the allegation. If you are not with the discloser or victim, you will need to ascertain if they are with anyone who may cause them, or others harm and advise accordingly. If the discloser or victim are with you at the time of the allegation, remain with them, and anyone you think may be at risk until you can ensure that they are in the care of Bodywork Company management, or another adult if Bodywork Company management are involved in removing the alleged abuser from the premises
- As detailed in section 1, ensure that you record the event as advised

The following applies if the alleged victim or the person who is concerned that abuse is taking place does not contact you directly. This could occur via a letter or written allegation. It may occur via email. Stop other activity and focus on what you are being told. Responding to suspicion of abuse takes immediate priority.

Retain any written records including emails and letters.

- Step 1: ensure that you are completely focussed on the information you are receiving
- Step 2: make sure that you keep the information you have been sent, retaining the original and making a copy where possible
- Step 3: report the matter, taking the evidence with you, to the relevant Bodywork Company staff member

In addition: do not reply unless advised to do so by a senior member of staff, and if advised to do so, remember you are not in a position to offer confidentiality in this situation – in fact you must inform the person who has contacted you that you have disclosed the information that they have given you to the relevant Bodywork Company staff member who will inform people who need to know.

21.4 Section 3 – How to establish the level of concern and the ensuing procedure

It is **inappropriate** to:

- Enter into discussion with the alleged abuser about the event in question
- Manage the situation yourself. Referrals must be made after a discussion with the alleged victim and, if they are under eighteen, with their family, and only if there is no risk of significant harm as a result of procedures being implemented

It is **appropriate** to:

- Decide for yourself as to the level of harm that the alleged victim is, or is possibly suffering. If your decision is that significant harm is likely, social services will be informed, and if a crime has been alleged the police will become involved
- Make the report regardless of your personal assumptions which are insignificant
- As detailed in section 1, ensure that you record the event as advised

Making sure that you have all the facts of the allegation, the details of the victim and your notes, contact the person that you feel is appropriate to the case that may refer the abuse to either the Social Services or the police.

22) Public Interest Disclosure (Whistle blowing) Policy

22.1 Purpose of Policy

Bodywork Company is committed to the highest standards of openness and accountability. To endorse this commitment, Bodywork Company encourages employees with serious concerns to come forward and disclose them. This applies to any activities involving the staff, senior management and any external organisations or agencies.

This policy provides guidelines so that staff can raise any concerns they may have and receive feedback on action taken. It also allows staff to take the matter further if they are dissatisfied with the College's response and offers protection from reprisals or victimisation for 'whistle blowing' in good faith.

22.2 Qualifying Disclosures

You will be protected as a whistle-blower if you make a 'qualifying disclosure' about misconduct. Examples include, but are not limited to:

- Criminal offences
- Environmental damage
- Non-compliance with a legal obligation
- Miscarriages of justice
- Threats to any person's health and safety
- A calculated attempt to cover up any of the above

Protected Disclosures

For your disclosure to be legally protected you have to make it to the correct person, following the correct procedure. You must:

- Make the disclosure in good faith (which means without malice and with honest intentions)
- Reasonably believe that the information is true
- Reasonably believe you are disclosing to the correct person

22.3 Introduction

Full time staff are usually the first to recognise matters of concern at work. Unfortunately they may not state their concern because they feel that doing so would be disloyal to their colleagues or to Bodywork Company. They may also fear victimisation or harassment. This can lead to staff ignoring the concern rather than reporting what may merely be a suspicion of misconduct.

Bodywork Company is committed to the highest possible standards of accountability, openness, and integrity. To concur with that commitment employees and others with serious concerns are encouraged to come forward and voice them.

It is acknowledged that certain cases will have to go forward in a confidential manner. The purpose of this policy document is to state clearly that employees can report concerns without fear of reprisals.

This Whistle blowing Policy is intended to encourage and empower employees to raise serious concerns **within** Bodywork Company rather than ignoring a problem or blowing the whistle outside the college.

22.4 Aims and scope of this Policy

The aims of this policy are to:

- Reassure you that you will be protected from reprisals or victimisation for whistle blowing in good faith
- Provide procedures for you to raise concerns and receive feedback on any action taken
- Permit you to take the matter further if you are unhappy with the College's response

Bodywork Company has a separate grievance procedure for issues that concern your own employment. This whistle blowing policy is intended to cover other issues such as something that:

- Is illegal
- Is against the College's policies
- Amounts to improper conduct

22.5 Safeguards

Harassment or Victimisation

Bodywork Company acknowledges that the choice of whether to report a concern or not can be problematical, not least because of the fear of reprisal from those responsible for the misconduct. Bodywork Company will not tolerate victimisation or harassment and will protect you when you raise a concern in good faith.

This does not mean that if you are already the subject of disciplinary procedures, that those procedures will be stopped as a result of your whistle blowing.

Confidentiality

Bodywork Company will do its utmost to protect your identity should you disclose a concern. However, it must be noted that the investigation process may make known the source of the information and a statement by you may be needed as part of the evidence.

Anonymous Allegations

This policy encourages you to put your name to your claim. Anonymous expressions of concern have much less impact, but they will be considered at the discretion of the College.

Factors to be taken into account within discretion would include the:

- Gravity of the issues raised
- Credibility of the concern
- Probability of confirming the allegation from attributable sources

Untrue Allegations

If you raise a concern in good faith, but it is not confirmed by the investigation, no action will be taken against you. In contrast if you make allegations that are malevolent or simply to cause annoyance or suffering, you may find yourself the subject of disciplinary action.

22.6 How to raise concern

In the first instance you should contact your Line Manager. This depends, however, on the seriousness and sensitivity of the issues involved and who is thought to be involved in the misconduct. If you need to approach the Principal directly then you should do so

Concerns are best raised in writing as this is documentary evidence. Set out the background and history of the concern, giving names, dates and places where possible. If unable to put your concern in writing, please telephone or meet the appropriate person.

Please disclose the concern as soon as you are able in order to facilitate appropriate action.

You are required to evidence sufficient grounds for disclosure.

22.7 How Bodywork Company will respond

The ways in which an issue may be pursued include:

- Bodywork Company investigation
- Referral to the Police
- Liaison with an appropriate external body

To protect both Bodywork Company and individuals, initial enquires will be made to determine the need for an investigation and, if so, what form it should take.

Some concerns may be resolved by agreed action without the need for investigation.

Bodywork Company will write to you within ten working days of a concern being received, to:

- Acknowledge receipt of the concern
- Specify the format of the procedure
- Provide an estimate of how long it will take to present a final response
- Inform you of steps taken so far
- Inform you whether further investigation will take place, and if not, why not

If necessary, further information will be sought from you.

You have the right to be accompanied at any ensuing meeting by your Line Manager or a person who is not involved in the area of work to which the concern relates.

If you are required to give evidence in criminal or disciplinary proceedings, Bodywork Company will advise you about the procedure and support you in any way they can.

Bodywork Company realises that you need to be certain that the matter has been properly addressed. Therefore, subject to legal constraints, you will be informed about the outcome of any investigation.

22.8 How the matter can be taken further

The policy is intended to provide you with an avenue to raise concerns. Bodywork Company hopes you will be satisfied. In addition, if you feel it is right to take the matter outside Bodywork Company, the following are possible contact points:

- Relevant regulatory organisations or professional bodies
- Your solicitor
- The Police

22.9 The responsible officer

The Principal has overall responsibility for the implementation of this policy and will maintain a record of concerns raised and the outcomes (in a form which does not endanger your confidentiality).

23) Library and IT Suite – Acceptable Use Policy

23.1 Introduction

This Acceptable Use Policy (AUP) for IT Systems is designed to protect Bodywork Company, our staff, students and other partners from harm caused by the misuse of our IT systems and our data. Misuse includes both deliberate and inadvertent actions.

The repercussions of misuse of our systems can be severe. Potential damage includes, but is not limited to, malware infection (e.g. computer viruses), legal and financial penalties for data leakage, and lost productivity resulting from network downtime.

Everyone who works and studies at Bodywork Company is responsible for the security of our IT systems and the data on them. As such, all employees and students must ensure they adhere to the guidelines in this policy at all times. Should any employee or student be unclear on the policy or how it impacts their role they should speak to their Course Leader, Line Manager or IT security officer.

23.2 Definitions

“Users” are everyone who has access to any of Bodywork Company’s IT systems. This includes permanent employees and also temporary employees, students, contractors, agencies, consultants, suppliers, customers and business partners.

“Systems” means all IT equipment that connects to the corporate network or access corporate applications. This includes, but is not limited to, desktop computers, laptops, smartphones, tablets, printers, data and voice networks, networked devices, software, electronically-stored data, portable data storage devices, third party networking services, telephone handsets, video conferencing systems, and all other similar items commonly understood to be covered by this term.

23.3 Scope

This is a universal policy that applies to all Users and all Systems.

This policy covers only internal use of Bodywork Company’s systems, and does not cover use of our products or services by customers or other third parties.

Some aspects of this policy affect areas governed by local legislation in certain countries (e.g., employee privacy laws): in such cases the need for local legal compliance has clear precedence over this policy within the bounds of that jurisdiction. In such cases local teams should develop and issue users with a clarification of how the policy applies locally.

Staff members at Bodywork Company who monitor and enforce compliance with this policy are responsible for ensuring that they remain compliant with relevant local legislation at all times.

23.4 Use of IT Systems

All data stored on Bodywork Company's systems is the property of Bodywork Company. Users should be aware that the company cannot guarantee the confidentiality of information stored on any Bodywork Company system except where required to do so by local laws.

Bodywork Company's systems exist to support and enable the business. A small amount of personal use is, in most cases, allowed. However it must not be in any way detrimental to users own or their colleagues productivity and nor should it result in any direct costs being borne by Bodywork Company other than for trivial amounts (e.g., an occasional short telephone call).

Bodywork Company trusts employees to be fair and sensible when judging what constitutes an acceptable level of personal use of the company's IT systems. If employees are uncertain they should consult their manager.

Any information that is particularly sensitive or vulnerable must be encrypted and/or securely stored so that unauthorised access is prevented (or at least made extremely difficult). However this must be done in a way that does not prevent—or risk preventing—legitimate access by all properly-authorized parties.

Bodywork Company can monitor the use of its IT systems and the data on it at any time. This may include (except where precluded by local privacy laws) examination of the content stored within the email and data files of any user, and examination of the access history of any users.

Bodywork Company reserves the right to regularly audit networks and systems to ensure compliance with this policy.

23.5 Data Security

If data on Bodywork Company's systems is classified as confidential this should be clearly indicated within the data and/or the user interface of the system used to access it. Users must take all necessary steps to prevent unauthorized access to confidential information.

Users are expected to exercise reasonable personal judgement when deciding which information is confidential.

Users must not send, upload, remove on portable media or otherwise transfer to a non-Bodywork Company system any information that is designated as confidential, or that they should reasonably regard as being confidential to Bodywork Company, except where explicitly authorized to do so in the performance of their regular duties.

Users must keep passwords secure and not allow others to access their accounts. Users must ensure all passwords comply with Bodywork Company's safe password policy.

Users who are supplied with computer equipment by Bodywork Company are responsible for the safety and care of that equipment, and the security of software and data stored it and on other Bodywork Company systems that they can access remotely using it.

Because information on portable devices, such as laptops, tablets and smartphones, is especially vulnerable, special care should be exercised with these devices: sensitive information should be stored in encrypted folders only. Users will be held responsible for the consequences of theft of or disclosure of information on portable systems entrusted to their care if they have not taken reasonable precautions to secure it.

All workstations (desktops and laptops) should be secured with a lock-on-idle policy active after at most 10 minutes of inactivity. In addition, the screen and keyboard should be manually locked by the responsible user whenever leaving the machine unattended.

Users who have been charged with the management of those systems are responsible for ensuring that they are at all times properly protected against known threats and vulnerabilities as far as is reasonably practicable and compatible with the designated purpose of those systems.

Users must at all times guard against the risk of malware (e.g., viruses, spyware, Trojan horses, rootkits, worms, backdoors) being imported into Bodywork Company's systems by whatever means and must report any actual or suspected malware infection immediately.

23.6 Unacceptable Use

All employees and students should use their own judgment regarding what is unacceptable use of Bodywork Company's systems. The activities below are provided as examples of unacceptable use, however it is not exhaustive. Should an employee need to contravene these guidelines in order to perform their role, they should consult with and obtain approval from their manager before proceeding.

- All illegal activities. These include theft, computer hacking, malware distribution, contravening copyrights and patents, and using illegal or unlicensed software or services. These also include activities that contravene data protection regulations.
- All activities detrimental to the success of Bodywork Company. These include sharing sensitive information outside the company, such as research and development information and customer lists, as well as defamation of the company.
- All activities for personal benefit only that have a negative impact on the day-to-day functioning of the business. These include activities that slow down the computer network (e.g., streaming video, playing networked video games).
- All activities that are inappropriate for Bodywork Company to be associated with and/or are detrimental to the company's reputation. This includes pornography, gambling, inciting hate, bullying and harassment.
- Circumventing the IT security systems and protocols which Bodywork Company has put in place.

23.7 Enforcement

Bodywork Company will not tolerate any misuse of its systems and will discipline anyone found to have contravened the policy, including not exercising reasonable judgment regarding acceptable use. While each situation will be judged on a case-by-case basis, employees and students should be aware that consequences may include the termination of their employment or tuition.

Use of any of Bodywork Company's resources for any illegal activity will usually be grounds for summary dismissal, and Bodywork Company will not hesitate to cooperate with any criminal investigation and prosecution that may result from such activity.

24) Confidentiality Policy

- Bodywork Company treats matters relating to the health, welfare and finances of its students in confidence, wherever possible. In doing so, the College complies with the Data Protection Act 1998 and the Human Rights Act 1998.
- Bodywork attaches great importance to providing a supportive environment for all its students and employees, and within the bounds of confidentiality set out in this policy, it is often necessary or helpful for students' difficulties to be discussed between employees on a need to know basis.
- Any necessary discussion of students' personal problems should not in general result in adverse educational consequences. College discussions of students' educational progress will generally be confined to the exchange of information on issues relating to performance and discipline.
- Any employee dealing with a student should, where possible, seek the consent of the student for the onward disclosure of relevant information to those with a clear need to know. Where such consent is not forthcoming, the person entrusted with the information should refer to the Safeguarding Policy on page 48
- Those in receipt of confidential information, whether senior management, staff or students, who are uncertain about whether they should disclose this information, may seek advice from Head of Pastoral Care. Bodywork is clear that its concern for confidentiality need not, and should not, prevent communication where it is necessary to help students in difficulty.
- Bodywork considers that students have the same general obligation as employees and teaching staff to respect the privacy of others in their everyday behavior and also in what they say to the local and national press and in the use of electronic communication.

25) Disordered Eating Policy

25.1 Disordered Eating Policy.

- Bodywork Company will always treat cases of disordered eating in a professional and sensitive way. Dance UK and BEAT guidelines are adhered to and nutrition is covered in FHS classes.
- A healthy approach to eating is encouraged and students should feel able to discuss worries with appropriate specialists via the Head of Pastoral Care.
- Concerns may be raised by students or staff and should always be addressed to the Head of Pastoral care, never directly to the student. Communication with family will occur if the student is under 18 or in immediate danger.
- Once it has been established that help is needed a multi-disciplinary approach is most helpful, there will be communication between GP, specialist referrals, staff, the student, and where possible the students family.
- Students may be weighed and realistic goals are discussed. A reduction in activity may be suggested and will always be in the best interest of the student.
- A care plan will be put in place and monitored and whilst utmost support is provided, in serious cases the student may be asked to stay at home for recovery purposes.
- Staff should always be mindful of use of language when talking about body form, if a student has disclosed an eating disorder teaching staff will always be informed.

If you have any questions regarding this document, please do not hesitate to contact your Tutor or the Principal of the college. We are very pleased to welcome you to Bodywork Company and appreciate the time you have taken to read all of the above. Please note, all staff and students will be notified of any necessary updates to this document.

Many Thanks.

