



## **TOILET USUAGA POLICY**

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

## **COLLECTION FOR CLUB POLICY**

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

## **DEPARTURE FROM CLUB POLICY**

The Boundless Company Practitioner's ensure all children collect their belongings and line up at the departure door at the end of every Club. The Boundless Practitioner will release each child to their parent/guardian and mark them off the register ensuring all children have been accounted for. If a parent/person collecting is late more than 10 minutes on 3 consecutive occasions you will be charged a late pick up fee of £20.

## **COMPLAINTS POLICY**

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

## **CANCELLATION POLICY**

The Boundless Company asks that any person(s) wishing to cancel with Boundless must do so in writing. Upon receiving the document Boundless will act accordingly and if feasible offer a refund of any future classes that will not be attended. *Please note this may take 48-72 hours to be sanctioned, and a 10% admin fee will be deducted.*

## **CANCELLED CLASS**

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

## **CANCELLED WORKSHOPS**

If a workshop is booked and then cancelled with more than 72 hours' notice then no payment is required. If a workshop is booked and then cancelled with less than 48 hours' notice Boundless have the right to charge 50% of the full payment. If a workshop is booked and then cancelled with less than 24 hours' notice Boundless have the right to charge the full payment of the workshop(s).



*\*Please note, workshops can be moved to another date free of charge if changed with at least 72 hours' notice of the start time and date of the original workshop. If less than 72 hours' notice is given then Boundless has the right to charge a £20 admin fee.*

## WIDESPREAD PANDEMIC

If there is a widespread pandemic then no refund will be issued for the term, and all classes will be transferred to the online platform Zoom for the remainder of the term. Class times may vary but we will do our best to keep them as close to the original scheduled time as possible.

## FIRST AID & ILLNESS

Please do not send your child to any class if they are showing signs of illness. It is not our responsibility if your child contracts an illness during any of our classes. By ticking the terms and conditions box you agree that we can administer first aid to your child when required.

## SEN SUPPORT

If a child receives regular support/part of a centre within the school day they must be assisted by a parent/guardian or a Teaching Assistant when in a Boundless club/class.

## MAILING LIST SUBSCRIPTION

To subscribe to our database please visit [www.boundlessarts.co.uk/mailing-list](http://www.boundlessarts.co.uk/mailing-list). To unsubscribe to our database please email us at [info@boundlessarts.co.uk](mailto:info@boundlessarts.co.uk) and we will remove you from our mailing lists and database.

## CLUBS CODE OF CONDUCT POLICY

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

### In the studio and when on stage I will:

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

### When working with my cast/company I will:

- Place the wellbeing, safety and enjoyment of each cast member above everything, including winning.
- Explain exactly what I expect of cast members and what they can expect from me.
- Ensure all parents/carers of the cast members under the age of 18 understand these expectations.
- Never engage or tolerate any form of bullying.
- Develop mutual trust and respect with every cast member to build their self-esteem.
- Encourage each cast member to accept responsibility for his or her own behaviour and performance.



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- Ensure all activities I organise are appropriate for the members of the group taking into account their ability, level, age and maturity.
- Co-operate fully with others in all aspects of performance and creation.

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

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

★ CHECK OUT OUR OTHER BOUNDLESS CLASSES ... DRAMA, RHYTHMS and THEATRE.