



## 2018-19 Policies

- GDPR & Data Protection
- Equal Opportunities
- Anti-Bullying
- Safer Recruitment
- Safeguarding
- Health & Safety
- Sustainability
- Risk Assessment

## ➤ TSPA Data Protection Policy

### **GDPR**

*Theatre Street Performing Arts Ltd is dedicated to complying with the new GDPR rules that came into force on March 25th 2018. The following data protection policy applies to our collection of only necessary data that falls within the remit of a dance/theatre school and performing arts centre. We retain the information necessary to administer our programmes and maintain the well-being of our clientele, most of whom are children.*

*On this basis, therefore, the following stipulations are made:*

- *TSPA will maintain and secure accurate contact details for the parents of its students;*
- *TSPA will also request a third-party emergency contact for use in the event that we cannot contact a parent – it is assumed that the parent has permission to deliver this third-party information;*
- *TSPA will store data securely in hard copy and online data will be secured with services only that are diligently compliant with GDPR regulations, namely Membermeister and GoCardless. These relationships are necessary to administer our programmes – only necessary information will be stored with these bodies;*
- *TSPA is required to maintain some information about the health and medical history of our students – this is for their safety and well-being.*
- *TSPA will never share with or sell your data to another organisation.*

**Theatre Street Performing Arts Ltd** requests, collects and uses information about people with whom it communicates. This personal information must be dealt with properly and securely however it is collected, recorded and used – whether on paper, in a computer, or recorded on other material. Theatre Street regards the lawful and correct treatment of personal information as very important to the successful and efficient performance of its functions, and to maintain confidence between those with whom it deals. To this end Theatre Street fully endorses and adheres to the principles of Data Protection outlined herein.

### **Purpose**

The purpose of this policy is to ensure that the staff, volunteers and trustees of Theatre Street are clear about the purpose and principles of Data Protection and to ensure that it has guidelines and procedures in place which are consistently followed.

### **Principles**

Sound data protection policy pertains to the processing of information relating to living and identifiable individuals (data subjects). This includes the obtaining, holding, using or disclosing of such information, and covers computerised records as well as manual filing systems and card indexes.

Data users must comply with the data protection principles of good practice which underpin the Act. To comply with the law, information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

To do this Theatre Street follows the eight Data Protection Principles outlined below:

- I. Personal data will be processed fairly and lawfully
- II. Data will only be collected and used for specified purposes
- III. Data will be adequate, relevant and not excessive
- IV. Data will be accurate and up to date
- V. Data will not be held any longer than necessary
- VI. Data subject's rights will be respected
- VII. Data will be kept safe from unauthorised access, accidental loss or damage
- VIII. Data will not be transferred to a country outside the European Economic Area, unless that country has equivalent levels of protection for personal data.

The principles apply to “personal data” which is information held on computer or in manual filing systems from

which they are identifiable. Theatre Street's employees, volunteers and trustees who process or use any personal information in the course of their duties will ensure that these principles are followed at all times.

## **Procedures**

The following procedures have been developed in order to ensure that Theatre Street meets its responsibilities in terms of Data Protection. For the purposes of these procedures data collected, stored and used by Theatre Street falls into 2 broad categories:

1. Theatre Street internal data records;  
Staff, volunteers.
2. Theatre Street external data records;  
Members, customers, clients.

Theatre Street as a body is a Data Controller and the Directors are ultimately responsible for the policy's implementation.

## **Internal data records**

### **Purposes**

Theatre Street obtains personal data (names, addresses, phone numbers, email addresses), application forms, and references and in some cases other documents from staff, volunteers, customers. This data is stored and processed for the following purposes:

- Recruitment
- Equal Opportunities monitoring
- Child protection
- Administration of programmes
- To distribute relevant Theatre Streetal material e.g. meeting papers
- Payroll

### **Access**

The contact details of staff will only made available to other staff. Any other information supplied on application will be kept in a secure filing cabinet and is not accessed during the day to day running of Theatre Street.

Contact details of staff will not be passed on to anyone outside the Theatre Street without their explicit consent.

A copy of staff emergency contact details will be kept in the Emergency File for Health and Safety purposes to be used in emergency situations e.g. fire/ bomb evacuations. Staff will be supplied with a copy of their personal data held by Theatre Street if a request is made.

All confidential post must be opened by the addressee only.

### **Accuracy**

Theatre Street will take reasonable steps to keep personal data up to date and accurate. Personal data will be stored for 6 years after an employee has worked for the Theatre Street and brief details for longer. Unless the Theatre Street is specifically asked by an individual to destroy their details it will normally keep them on file for future reference. The Directors have responsibility for destroying personnel files.

### **Storage**

Personal data is kept in paper-based systems and on a password-protected computer system. Every effort is made to ensure that paper-based data are stored in organised and secure systems.

Theatre Street operates a clear desk policy at all times.

## **Use of Photographs**

Where practicable, Theatre Street will seek consent from individuals before displaying photographs in which they appear. If this is not possible (for example, a large group photo), Theatre Street will remove any photograph if a complaint is received. This policy also applies to photographs published on the Theatre Street website or in a Newsletter.

## **DBS**

Theatre Street will act in accordance with the DBS code of practice.

## **Responsibilities of staff**

During the course of their duties with Theatre Street, staff will be dealing with information such as names/addresses/phone numbers/e-mail addresses of members/clients/volunteers. They may be told or overhear sensitive information while working for Theatre Street. In short to comply with the law, personal information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully. Staff, paid or unpaid must abide by this policy.

## **Compliance**

Compliance with the Act is the responsibility of all staff, paid or unpaid. Theatre Street will regard any unlawful breach of any provision of the Act by any staff, paid or unpaid, as a serious matter which will result in disciplinary action. Any employee who breaches this policy statement will be dealt with under the disciplinary procedure which may result in dismissal for gross misconduct. Any such breach could also lead to criminal prosecution.

Any questions or concerns about the interpretation or operation of this policy statement should in the first instance be referred to the line manager.

## **Retention of Data**

No documents will be stored for longer than is necessary. All documents containing personal data will be disposed of securely in accordance with standard Data Protection principles.

## ➤ TSPA Equal Opportunities Policy

It is the policy of Theatre Street Performing Arts Ltd (TSPA) to treat all employees and job applicants fairly and equally regardless of their sex, sexual orientation, marital status, race, colour, nationality, ethnic or national origin, religion, age, disability or union membership status.

Furthermore TSPA will ensure that no requirement or condition will be imposed without justification which could disadvantage individuals purely on any of the above grounds.

The policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment.

TSPA will regularly review its procedures and selection criteria to ensure that individuals are selected, promoted and otherwise treated according to their relevant individual abilities and merits.

TSPA is committed to the implementation of this policy and to a programme of action to ensure that the policy is, and continues to be, fully effective. The overall responsibility for the policy lies with Laurence Wythe.

However, all staff are required to comply with the policy and to act in accordance with its objectives so as to remove any barriers to equal opportunity.

This policy follows the guidelines of the Equality Act 2010.

Any act of discrimination by employees or any failure to comply with the terms of the policy will result in disciplinary action.

## ➤ TSPA Anti-Bullying Policy

### **RATIONALE:**

TSPA is completely opposed to bullying and will not tolerate it. It is entirely contrary to the values and principles we work and live by. All members of the TSPA community have a right to work in a secure and caring environment. They also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment.

### **MISSION STATEMENT:**

Include a statement that the TSPA actively promotes positive interpersonal relations between all members of the TSPA community. It is important that this policy has been developed through consultation which involved all members of the TSPA community – children/young people, parents/carers and all TSPA staff.

### **PRINCIPLES:**

- Pupils have a right to learn free from intimidation and fear.
- The needs of the victim are paramount.
- Schools will not tolerate bullying behaviour.
- Bullied members will be listened to.
- Reported incidents will be taken seriously and thoroughly investigated.

### **DEFINITION OF BULLYING:**

Bullying is an act of aggression, causing embarrassment, pain or discomfort to someone. It can take a number of forms; physical, verbal, making gestures, extortion and exclusion. It is an abuse of power. It can be planned and organised, or it may be unintentional. It may be perpetrated by individuals or by groups of members. Anti-Bullying Policy

### **FORMS OF BULLYING:**

- Physical violence such as hitting, pushing or spitting at another member.
- Interfering with another member's property, by stealing, hiding or damaging it.
- Using offensive names when addressing another member.
- Teasing or spreading rumours about another member or his/her family.
- Belittling another member's abilities and achievements.
- Writing offensive notes or graffiti about another member.
- Excluding another member from a group activity.
- Ridiculing another member's appearance, way of speaking or personal mannerisms.
- Misusing technology (internet or mobiles) to hurt or humiliate another person.

### **RESPONSIBILITIES OF TSPA STAFF:**

- Foster in our members self-esteem, self-respect and respect for others
- Demonstrate by example the high standards of personal and social behaviour we expect of our members.
- Discuss bullying with all classes, so that every member learns about the damage it causes to both the child who is bullied and to the bully and the importance of telling a teacher about bullying when it happens.
- Be alert to signs of distress and other possible indications of bullying.
- Listen to children who have been bullied, take what they say seriously and act to support and protect them.
- Report suspected cases of bullying to (name of teacher and post, eg our designated teacher for child protection/head of pastoral care).
- Follow up any complaint by a parent about bullying, and report back promptly and fully on the action which has been taken.
- Deal with observed instances of bullying promptly and effectively, in accordance with agreed procedures.

## **RESPONSIBILITIES OF TSPA MEMBERS:**

We expect our members to:

- Refrain from becoming involved in any kind of bullying, even at the risk of incurring temporary unpopularity.
- Intervene to protect the member who is being bullied, unless it is unsafe to do so.
- Report to a member of staff any witnessed or suspected instances of bullying, to dispel any climate of secrecy and help to prevent further instances.

*Anyone who becomes the target of bullies should:*

- Not suffer in silence, but have the courage to speak out, to put an end to their own suffering and that of other potential targets.

## **RESPONSIBILITIES OF PARENTS:**

We ask our parents to support their children and TSPA by:

- Watching for signs of distress or unusual behaviour in their children, which might be evidence of bullying.
- Advising their children to report any bullying to (name of a member of staff/specific post in TSPA/their class teacher) and explain the implications of allowing the bullying to continue unchecked, for themselves and for other members.
- Advising their children not to retaliate violently to any forms of bullying.
- Being sympathetic and supportive towards their children, and reassuring them that appropriate action will be taken;
- Keep a written record of any reported instances of bullying Anti-Bullying Policy
- Informing the TSPA of any suspected bullying, even if their children are not involved;
- Co-operating with the TSPA, if their children are accused of bullying, try to ascertain the truth. And point out the implications of bullying, both for the children who are bullied and for the bullies themselves.

## **RESPONSIBILITIES OF ALL:**

Everyone should:

- Work together to combat bullying.

## **PREVENTATIVE MEASURES:**

- Within the TSPA community
- Pastoral provision
- Classroom management
- Guidelines for records and sanctions

## **PROCEDURES FOR DEALING WITH INCIDENTS OF BULLYING BEHAVIOUR:**

- Steps taken to support and respond to the needs of both bullied and bullying members.
- Records kept
- Action which may be taken
  - Contacting parents/carers of all members concerned in the bullying incident.
  - Investigation.
  - Feedback to those concerned.
  - Sanctions.
  - Contacting relevant professionals

## **CONTINUOUS PROFESSIONAL DEVELOPMENT OF STAFF:**

Staff will address anti-bullying policy issues at regular intervals and raise concerns or questions with the Directors, in writing if necessary.

## ➤ TSPA Safer Recruitment Policy

1. Adverts & Recruitment processes include a Safeguarding children' statement and inform applicants that an enhanced CRB/DBS will be required.
2. All paid staff within the workforce has a job description which makes reference to their responsibility to safeguard and promote the welfare of children and young people.
3. Comprehensive information on employment history is obtained from applicants prior to interview and any discrepancies or anomalies are satisfactorily resolved before any job offer.
4. Independent professionals and character references are obtained and considered prior to appointment.
5. A face to face interview which explores a candidate's suitability to work with children as well as suitability for the post is always undertaken. This must include individual questions relating to any issues identified from References obtained.
6. The applicant's identity is verified by photographic proof and documentary evidence of home address is provided.
7. Academic or vocational qualifications are always verified with actual certificates photocopied and maintained on personal files and the applicant's health and physical capacity to undertake the job is verified.
8. Where staff are employed pending/subject to satisfactory CRB disclosure, the employers undertake a written risk assessment. The applicant must not have unsupervised contact with children until the CRB disclosure is received and clearance given.
9. At least one member of the interview/recruitment team has received training in safer recruitment.



## ➤ TSPA Safeguarding Policy

Theatre Street Performing Arts Ltd (TSPA) acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice.

In our partnership with TSPA, we accept and adhere to the Safeguarding Policy of TSPA.

The policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that regardless of age, gender, religion or beliefs, ethnicity, disability, sexual orientation or socio-economic background, all children have a positive and enjoyable experience of Performing Arts at TSPA in a safe and child-centred environment are protected from abuse whilst participating in Performing Arts or outside of the activity.

- TSPA acknowledges that some children, including disabled children and young people or those from ethnic minority communities, can be particularly vulnerable to abuse and we accept the responsibility to take reasonable and appropriate steps to ensure their welfare.
- As part of our safeguarding policy TSPA will promote and prioritise the safety and wellbeing of children and young people ensure everyone understands their roles and responsibilities in respect of safeguarding and is provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children and young people ensure appropriate action is taken in the event of incidents/concerns of abuse and support provided to the individual/s who raise or disclose the concern ensure that confidential, detailed and accurate records of all safeguarding concerns are maintained and securely stored prevent the employment/deployment of unsuitable individuals ensure robust safeguarding arrangements and procedures are in operation.

The policy and procedures will be widely promoted and are mandatory for everyone involved in TSPA. Failure to comply with the policy and procedures will be addressed without delay and may ultimately result in dismissal/exclusion from the organisation.

Theatre Street's Safeguarding officer is:

**Claire Pourret**  
[safeguarding@theatrestreet.com](mailto:safeguarding@theatrestreet.com)  
020 8312 1659

All staff and tutors should be made aware of this position and discuss safeguarding concerns etc with Claire in the first instance.

### **Monitoring**

The policy will be reviewed a year after development and then every three years or after changes in legislation and/or government guidance or as a result of any other significant change or event.

### **TSPA Safeguarding & Child Protection briefing document**

TSPA is committed to ensuring that all students, regardless of age, gender, race, religion or disability undertake their learning in a safe environment, whether in TSPA or in the workplace.

TSPA and its partner organisations work with individuals and employers across a wide range of sectors and have Safeguarding, Child Protection and associated policies in place to ensure that students are safe.

As a TSPA we follow safer recruitment practices at all stages of the recruitment process and ensure a culture of vigilance. All Partners of TSPA who are working with employers are required to have a current CRB certificate, have received training on safeguarding and protection of children and vulnerable adults and understand their responsibilities for ensuring that all individuals are entitled to learn in a safe environment.

Where TSPA uses a sub contracted training provider (partner organisation) to deliver training, TSPA will have vetted the training provider which will include:

- Ensuring that it has robust safeguarding and child protection procedures in place, which is in line with TSPA's own Safeguarding and Child Protection Policy;
- Ensuring that the Partner has undertaken CRB checks on all staff and volunteers;
- Ensuring the provider has a single point of contact for safeguarding;
- Ensuring that all staff (including the single point of contact for the organisation) are trained in safeguarding including health and safety;
- Carrying out a health and safety risk assessment of all sub-contracted training to ensure their premises comply with health and safety legislation and they have systems in place to ensure that off-site delivery locations are risk assessed with appropriately qualified staff.

All Partners' staff will have received training on recognising the signs of abuse, on procedures for reporting potential safeguarding and child protection issues and their responsibilities to maintain confidentiality.

As part of our safeguarding and child protection procedures our partners will:

1. Discuss the employer's responsibilities understanding of safeguarding and child protection, health and safety and equality and diversity as part of the Organisational Needs Assessment (ONA). This will include asking the employer if they have any potential students who may be defined as a child or vulnerable adult.

A child is anyone under the age of 18.

A vulnerable adult is a person who has attained the age of 18, and:

is receiving any form of health care

is receiving a service or participating in an activity which is specifically targeted at people with age related needs, disabilities or prescribed physical or mental health conditions or expectant or nursing mothers living in residential care

age-related needs includes needs associated with frailty, illness, disability or mental capacity

For more details see section 59 of the SVG Act

2. As a result of the ONA process employers who need it will be offered advice and where appropriate offered training on health and safety, safeguarding and child protection or equality and diversity.
3. Carry out an initial risk assessment on every employer or department we work with. The risk assessment will be carried out by a competent person using a standard HASP risk assessment and the depth of the risk assessment will be governed by the type and function of the organisation. As part of the risk assessment the employer will be asked for a copy of the following:
  - Health and safety policy and procedures
  - Equality and Diversity Policy which includes bullying and harassment
  - Employers Liability Insurance
4. Ensure that where a student is under the age of 18 and working 1-1 with a single person on a regular basis, our Partner will require the individual to meet the latest safer recruitment guidance.
5. Carry out an initial assessment and develop an individual learning plan for each student which identifies any additional support a student may need to succeed in completing their qualification or training.
6. Advise students of their rights and responsibilities under health and safety, equality and diversity, bullying and harassment, cyber bullying and safeguarding and child protection as part on their induction.
7. Embed health and safety, equality and diversity and safeguarding and child protection into the learning and assessment process.
8. Discuss safeguarding and child protection, health and safety and equality and diversity as part of the student review process.

9. Assess the effectiveness of arrangements for safeguarding and child protection and equality and diversity through its quality assurance processes.
10. Consult student on safeguarding and child protection and whether they feel safe in their learning environment.
11. Regularly review it's arrangements for safeguarding and child protection and equality and diversity as part of its self-assessment processes.

## ➤ TSPA Health & Safety Policy

### **STATEMENT OF INTENT**

Our policy is to provide and maintain safe and healthy working conditions, equipment and systems of work for ourself and all our staff and pupils and to provide such information, training and supervision as they need for this purpose. I / We also accept responsibility for the health and safety of other people who may be affected by my or our activities.

Where reasonably practicable, this policy will seek to provide and encourage:

- A safe place to work and safe access to and from it
- Safe arrangements for the use, handling and storage of equipment
- Sufficient information, instructions, training and supervision to ensure all employees are well equipped to avoid hazards and contribute positively to effective Health and Safety at work

The policy will be kept up to date, particularly as I or our organisation change in nature and size to ensure our responsibilities are met in relation to:

- Health & Safety at Work Act (1974)
- Management Regulations (1999)
- Other relevant current legislation

To ensure this, the policy and the way in which it has operated will be reviewed annually.

### **RESPONSIBILITIES FOR ALL STAFF**

It is the responsibility of all staff to help maintain the safety and security of the pupils and the working and dancing environment. This includes being aware of the risks, knowing the appropriate action to take and identifying any potential safety issues.

Each member of the teaching staff within the organisation has a duty to exercise care and attention with regard to their own safety and that of their pupils. Under this responsibility, each teacher shall:

- Ensure reasonable care is taken during their work activities to avoid accidents or injuries to themselves, pupils and any other personnel within the building
- Observe all safety instructions and procedures incorporated in this document
- Report all potential hazards affecting Health and Safety to the Principal or, if appropriate, designated Health and Safety Officer
- Report all accidents in the appropriate manner and record in the accident book

### **ACCIDENTS AND FIRST AID**

All accidents are to be reported to the Principal or, if appropriate, designated Health and Safety Officer and recorded in the accident book, and unless very minor incidents can be reported to The Link staff for their accident book in addition.

Unless there is good reason, First Aid should not be administered without the permission of the child's parent or accompanying adult. A child cannot give consent. If the parent is not at the premises, obtain their phone number and try and make contact. However, if a child is alone and seriously injured or unconscious, the situation will need to be dealt with immediately.

If at all possible, treatment should only be given by a trained First Aider.

Provided this does not in itself put the child at risk, always try to administer First Aid with another adult present. Always tell the child exactly what you are doing and why. Unless it is irrelevant, ask the child if they use medication (e.g. for asthma, diabetes, and epilepsy) or have any allergies. Some children have allergic reactions to stings.

For minor injuries, you may not offer any medication, including antiseptics or pills of any kind. If you have any doubts about helping someone to use their own medication, phone NHS Direct on 0845 4647 or the emergency services.

Any treatment should be as little as necessary without threatening the child's wellbeing.

If a child comes to you for comfort because of a minor accident or fright, it is acceptable with the Code of Behaviour to hold their hand or put your arm around them. Just ensure:

1. you know about any injury and do nothing to make it worse
2. physical contact is what the child wants, and the kind of contact between you is appropriate to their age and stage of development
3. you do your best to stay in sight of other adults

If a child needs a doctor or hospital, call the emergency services.

It is nearly always best to stay with them and wait for the ambulance. You should only take the risk of bringing in the child yourself if the emergency services ask you to do so because of exceptional circumstances.

## **SAFETY CHECKS**

### **Equipment**

Correct storage of equipment is vital in the role of minimising risks. Any equipment not being used is a potential risk. Every piece of equipment that is being used must be checked at the beginning of the dance lesson to ensure its safety. In addition, care must be taken to:

- Storage of equipment– make sure that all equipment/resources used are safely and securely stored after each lesson
- Reporting - any damaged equipment should be reported to the Health & Safety officer immediately, for repair or replacement
- Setting up - setting up of equipment must be comprehensive, correct and safe
- Use of safety mats - where appropriate, safety mats to be used appropriately
- Equipment use - when using equipment, ensure that pupils are shown how to use the equipment correctly and safely
- Supervision - ensure that no pupil is able to access equipment without supervision

### **Dance Studio**

Checks to be made before pupils enter the studio:

- Floor – ensure floors are clean with foreign bodies removed
- Mirrors – ensure mirrors are unbroken
- Plug sockets – ensure they are safe with no wire showing
- Curtains – any falling/fallen down
- Doors and exits –ensure doors are exits are secure and that there is nothing blocking emergency exits
- Lighting and light switches – identify any that are not working or loose

### **Students**

- Ensure all pupils wear appropriate dance wear/uniform and footwear to minimize accidents or risk
- Safety/protection clothing must be worn when appropriate, i.e. knee pads

## **FIRE SAFETY**

TSPA operates a no smoking policy in its premises.

All staff will be advised of the fire action procedure, location of fire alarms and fire exits at their induction.

Fire evacuation drills are arranged by the Principal, or where appropriate, the Health & Safety Officer, practiced at least annually and records maintained by the Principal or Health and Safety Officer of the evacuation time.

Fire alarm points have a regular operational check, ensuring each point is operated in turn over an annual period.

The Principal or Health and Safety Officer, or in her absence a member of staff, will complete a roll call and liaise with Fire Service personnel.

## **FIRE EVACUATION PROCEDURE**

### **If you discover a fire**

- In the event of discovery of a fire, activate the fire alarm.
- Your main responsibility is to help supervise the safety and orderly evacuation of pupils and any other people in your vicinity. Keep calm. Try to keep others calm.
- Do not prolong your evacuation but on passing check all the corridors, toilets etc. to make sure no one is left behind.

### **In the event of hearing the fire alarm**

You are responsible for yourself and the pupils in your class.

- Evacuate pupils in your class from the building immediately on hearing the alarm by using the nearest fire exit. If possible take a quick head count. Under no circumstances must you stop to collect any personal belongings or equipment
- Assemble at the fire point and supervise an orderly and quiet line
- The designated [The Link] Health and Safety officer will take the register and wait for further instructions – any absences or concerns should be reported immediately to the Health and safety Officer
- Do not re-enter the building until you are informed to do so by the Link Supervisor.

## **SECURITY POLICY**

Any unidentified person seen on the premises must be reported to the office staff immediately.

## ➤ TSPA Sustainability Policy

TSPA is committed to minimising the environmental impact of its activities through adopting sound principles and implementing good practice, and by continuous improvement in environmental performance. TSPA will seek to develop an ethos of environmental responsibility in all its staff and students as well as in the management of its Estate, and in doing so, aim to become a sustainable community.

TSPA will actively commit and contribute to sustainable development through responsible management of their resources, through the learning opportunities they deliver and their engagement with communities. TSPA will ensure progress and through implementation of its own sustainability policy and action plan.

This Sustainability Policy will act as a guiding document for all future improvements and is linked to all other TSPA policies.

Accordingly, it is the policy of TSPA to:

1. Manage TSPA in a manner that reduces the impact of its activities on the local / wider environment, with emphasis on reducing its carbon footprint.
2. Seek cultural change through raising awareness of collective and individual responsibility in working towards achieving a sustainable TSPA community.
3. Continually increase its knowledge base of sustainability issues
4. Consider the wider environmental impact of its spending decisions through seeking an appropriate balance between cost and sustainability.
5. Conform to and where possible exceed minimum legal requirements for reducing adverse environmental impacts.
6. Work with partners and external communities, to help promote sustainability within the local Area.
7. Monitor and regularly audit its environmental performance and develop management systems that seek continuous, measurable progress.
8. Ensure that this policy and all reports and reviews of environmental performance, are communicated to all staff and students, and are available to the public.

The policy will be monitored by the Vice Principal – Finance and Resources who will also be responsible for its implementation via other key staff. In order to move further towards becoming a sustainable community TSPA will seek to achieve the following through its Sustainability Action Plan:

1. Develop targets for a reduction in energy use including the adoption of conservation measures and renewable energy sources.
2. A reduction in water usage through wise use and adoption of conservation measures.
3. A commitment to the wise choice of products within legal and financial constraints, which minimise negative environmental and social impacts.
4. Avoidance of use of environmentally damaging and hazardous materials and adherence to sensible working practices where use is unavoidable.
5. Minimisation of waste through sensible purchasing, reduced consumption and the adoption of efficient waste management and recycling methods.
6. Improving the quality of life on the campus through encouraging appropriate and considerate behaviour in relation to litter and anti- social behaviour.

7. Adoption of contingencies to reduce the environmental impact of transport / travel and to improve accessibility for all.
8. Enhancing the ecological and landscape value of TSPA estate and the community's knowledge and appreciation of its environs.
9. Adoption of best practice in new build and refurbishment projects, as set down by BREEAM assessments.
10. Greater student involvement in management and decision making throughout TSPA.
11. Improved communication between all sections of TSPA community (students, staff and partners), in order to promote shared responsibility, to celebrate achievement and success and to further improve quality of life at TSPA for all.



## ➤ TSPA Risk Assessment

<b>Hazard</b>	<b>Risk</b>	<b>Action</b>
Congestion of doorways	Child at risk of crushing etc	Maintain well supervised order upon entrance and exit
Open doors	Small children's fingers can be caught in doors	Maintain alert supervision of young children; doors should be kept closed where possible
Security of doors	Unidentified persons could access studio	All doors should be kept on mag locks unless under constant staff supervision
Floor	At risk of slippage if wet after cleaning	Make sure cleaning is carried out with enough time for floors to dry before class
Mirrors	Glass cracks, breakages etc	Ensure discipline and supervision around mirrors and deliver clear instructions to children re mirrors
Exits	Can children leave the premises?	Ensure adequate supervision at all times
Hanging curtain ropes	Risk of bumps/bruises	All curtain ropes should be tied back and above reachable height for small children
Cupboards	Cupboard contents risk falling on people	Contents should be stored safely; no young people should have access to cupboard
Chairs	Chairs are stacked on mobile unit, could fall	Children should not have access to chair trolley or be unsupervised
Curtains	Could fall or injur	Ensure supervision around curtains
Stairs/bleacher seating	Falls/Bruises	Children must be supervised when bleacher seating is out