



## HEALTH AND SAFETY STATEMENTS

Starpic Project has a responsibility to ensure the safety of their students.

1. Parents must give us clear information of and relevant medical history when registering with Starpic Project.
2. Emergency contact numbers will be available to access during class times, complying with GDPR regulations.
3. It is the responsibility of the parent or guardian to notify us of any changes to their emergency contact details.
4. In case of a fire emergency, all lead workers have a clear understanding of procedures to follow.
5. We will undertake regular risk assessments of all premises we operate within and outings.
6. It is our responsibility to have a first aid appointed person and have a fully equipped first aid box within all used buildings. In the case of an incident, an accident report will be completed, and a copy given to the parent or guardian.
7. There will always be a first aider available.
8. Students will be supervised during class time only and parents/guardians must ensure the safety of their children before and after the class, venue car park and grounds around the premises.

## Code of Conduct

It is important that everyone reads and abides by these simple guidelines.

Anyone not complying with the following may be denied participation in their class:

1. Pupils should be punctual and ready to commence their activity at given times.
2. Pupils must be correctly attired for each class with Starpic uniform where possible alternatively comfortable appropriate clothing and must always be neat and clean.
3. Hair must be in a bun and away from face.
4. Leave valuables at home as jewellery is not allowed to be worn in class.
5. Nail polish is not allowed for specific sports.
6. Pupils are discouraged from being absent except in cases of illness.
7. Pupils must treat premises with respect and remove any rubbish at the end of each session.
8. Parents are asked to give one term's notice in writing, when withdrawing a child as there is often a waiting list for classes. (*for sport activity classes*)
9. Starpic encourages an environment where mutual respect, understanding and support prevails.