

# DANCEEAST

## ONLINE CLASSES - SAFE PRACTICE AT HOME CHECKLIST

This checklist must be completed by parents/carers and the class participant.

### SAFE SPACE

- Is your working environment warm, well-lit and well ventilated?
- Do you have enough room to move without obstruction?
- Can you move your arms without hitting any objects?
- Have heavy items been moved off high shelves to avoid things falling? And have these been stored away safely?
- Is the floor suitable (e.g. not too hard or too slippery)?
- Are you free from distractions (e.g. other people or pets)?

### SELF-CARE

- Are you wearing comfortable clothing?
- Do you have a drink to keep hydrated that is sealed to avoid spillages?
- Do you have any pre-existing injuries that you need to be conscious of? If so, have you informed the class tutor?
- Remember that it is okay to adapt the material to your body and the space around you.
- Is your parent/carer or supervising adult close by in case you have an injury? Do you have access to first aid supplies or equipment if required?

### CONNECTION

- Is your Zoom account name the same as the name under which the booking for the class has been made? If not, please edit this so we can match up participants to booking names.
- Does your device have sufficient battery to last the duration of the class, or is it connected to a power source? Are the wires tucked away safely?
- Is your internet connection working properly?
- Is your audio working on your device?
- Are all settings on your device set to the appropriate privacy settings?

### OUR COMMITMENT TO YOU

- There will always be a member of DanceEast staff present throughout the class in addition to the teacher. They will host the class and answer any questions you have about the class and/or the connection.
- Whilst there is no guarantee that any online platform is fully secure, DanceEast will put a number of measures in place to protect your privacy during these classes. These include:-
  - All classes being a closed event and only available to those who have booked in advance. Access is via a password to join.
  - A member of DanceEast staff hosting the event and controlling all visual and audio from participants as well as monitoring who is joining the class.
  - Only the host will be able to record the classes and class recordings will only ever be of the tutor and not of any class participants.
  - Regular review of the suitability of the platform.
- DanceEast's Safeguarding Policy and Online Classes Safeguarding Guidance will be followed at all times:
  - Any teacher leading a live class will hold a current DBS certificate.
  - A DBS checked member of DanceEast staff will act as the host for all live classes and will always be present during the class.
  - The host of the class will monitor all audio, video and chat for the duration of the class.

**We hope you enjoy your class.**