

# ROYAL ACADEMY OF DANCE

## RADiate Terms and Conditions 2021-2022

Please read these Terms and Conditions carefully and return a signed copy to [radiate@rad.org.uk](mailto:radiate@rad.org.uk).

### 1 **The Project**

- 1.1 The Royal Academy of Dance (RAD) RADiate Project is subject to continued funding being secured from sources external to the RAD, along with support and funding by the Academy.
- 1.2 Participating schools will receive an invoice for the agreed sessions, along with the requirement to sign a return a copy of these term and conditions at the beginning of each academic year.
- 1.3 Participation is confirmed on an annual basis.
- 1.4 The number of participating schools is limited by the funding available and may vary from year to year according to demand.
- 1.5 A standard participating year runs from September to July.

### 2 **Prior to the commencement of weekly sessions there will be:**

- 2.1 A sharing of key contacts and how to reach them.
- 2.2 A briefing for school staff to establish good practise, and provide the opportunity to ask questions and set expectations for the term/year. This can be arranged with the assigned RADiate Dance Artist when they make their initial visit to the school, or planned for an inset day.
- 2.3 A checklist of the facilities/space completed by the RADiate Dance Artist with input from the school.
- 2.4 Sharing of all COVID-19 guidelines and risk assessments, and the schools Safeguarding and Child Protection Policy.
- 2.5 A written or verbal brief of students provided to the RADiate Dance Artist, for the purposes of planning and tailoring the dance sessions each term.

### 3 **Schools are required to:**

- 3.1 Provide a studio/hall/room of an appropriate size for the activity with a floor suitable for dance activities, preferably uncarpeted and clear of trip hazards.
- 3.2 Provide an adequate number of support staff for the number and ability of participating students who will actively participate in the sessions with the students.
- 3.3 Where relevant, ensure that electronic equipment ie. a sound system, has been PAT tested within the last 12 months and is cleaned prior to use by the RADiate Dance Artist. The RADiate Dance Artist will advise if they will provide their own portable speaker.
- 3.4 Ensure that the floor of the dance space is clean and swept prior to each session and clear of all tripping hazards.

- 3.5 Ensure that all participants are dressed in attire appropriate for the dance sessions that allows them to move freely, but not pose the risk of tripping or getting trapped.
- 3.6 Ensure that students are in the space for the session ready to start at the agreed time.
- 3.7 Ensure that the dance space is heated to a good working temperature and is well ventilated.

**Please note:** RADiate Dance Artists are entitled to refuse to teach if the above conditions are not met, particularly if they feel that their safety or the safety of others is at risk. In the event of this situation occurring, no refunds will be offered.

## **4 Evaluation**

- 4.1 Each term the school will be requested to complete and return an evaluation form or provide verbal feedback to aid future planning of the project.

## **5 Fees**

- 5.1 Participating schools are charged a fee for each term.
- 5.2 Fees will be charged on a pro rata basis if a participating school joins the project after the beginning of a term.
- 5.3 Schools are enrolled for the academic year of three terms, and invoiced yearly in accordance with this. Termly invoicing can be arranged in exceptional circumstances.
- 5.4 Invoices must be settled within 30 days of the invoice date.

## **6 Payment**

Payment can be made:

- 6.1 By telephone for credit / debit card transactions (Tel. 020 7326 8018/8017/8016); or
- 6.2 By direct transfer to our bank, details provided on invoices.
- 6.3 The Academy cannot accept responsibility for payments made in any other way and on no account should cash or cheques be given to Dance Artists or left at reception in RAD Headquarters.

## **7 Cancellation**

- 7.1 If due to sickness of the teacher, a health epidemic, pandemic, infectious disease or any other unforeseen event, the RAD has to cancel a session(s) then we will try to reschedule the class and agree an alternative date(s). This may be on a different day and time from when originally scheduled, and might involve an extension to the term time dates.
- 7.2 If the school cancels a RADiate session, for any reason, with less than a week's notice (5 working days), no refund or replacement session will be offered.
- 7.3 If the school cancels a RADiate session, for any reason, with more than a week's notice (5 working days), a replacement session will be offered at the discretion of the RAD and RADiate Dance Artist.

## 8 Termination

- 8.1 Participating schools will be removed from the RADiate Project if their invoice remains unpaid at the end of a Term.
- 8.2 To be reinstated for the RADiate project, schools removed from the project under 8.1 will be required to pay all delinquent fees due and fees in advance for the following term.
- 8.3 Participating schools are required to give one full terms written notice if they wish to withdraw from the project. If written notice is not received, schools will be responsible for payment of the fees for the following term.
- 8.4 The RAD will provide a terms written notice if the project funding ceases, or the aims and objectives of the funding are changed and we are unable to continue delivering the RADiate project in the agreed way.

## 9 Safeguarding

- 9.1 The Royal Academy of Dance has a formal policy and associated procedures on safeguarding children and vulnerable adults, which can be accessed at [royalacademyofdance.org](http://royalacademyofdance.org).
- 9.2 Where physical contact is necessary by the RADiate Dance Artist this will be provided openly in front of other students. Our current risk assessment denotes that RADiate Dance Artists will continue to maintain social distancing at a 2 metre distance from the students.
- 9.3 Participating schools are required to introduce the RADiate Dance Artist to the designated person for safeguarding at the school and provide them with access to the school's own Safeguarding or Child Protection Policy one week prior to the Dance Artist commencing work.

I have read, understood and agree to the Terms and Conditions of the Royal Academy of Dance RADiate Project.

Name:.....

School:.....

Position:.....

Signed:..... Date:.....

Please note that all written communication must be sent to by email ([radiate@rad.org.uk](mailto:radiate@rad.org.uk)).