

## **Circus Central Membership Rules**

### **Ground rules:**

Circus Central (CC) needs everyone to work together to make sure CC is a friendly, welcoming, safe place to play and train in so please read through our ground rules. By coming to our classes/ events you agree to abide by these rules. If you do not abide by these rules staff may ask you to leave according to CC's Behaviour Policy.

Ask for help: we are here to make sure you are safe, feel free to ask any questions about form, spotting advice, or general safety questions.

Zero tolerance: for bullying, discrimination or negativity towards others. We are proud of our friendly circus family! If we see or hear of actions by an individual that would affect the safety or well-being of other participants we will take action to safeguard other participants. Don't be a bystander: if you see something happen, get in touch with a CC mentor or staff member.

Aerialists: please remove all jewellery and make sure your clothing has no zips, buttons or anything that can catch on the equipment. These items can and do tear or snag our equipment which means it is condemned and has to be replaced.

Know your limits: learning new skills and pushing your limits is fun, but please set yourself up to succeed. Make sure you are: listening to your body, aware of signs of fatigue, and considering your current skill level.

Students can not teach other students: our insurance doesn't cover you as students to teach each other. This means you would be personally liable for any injuries or damage to kit incurred whilst you were teaching.

Use of images and social media: photos and videos are a great way to track and celebrate your achievements. Feel free to use your devices to track your own skills. You may not record other participants without their express permission. Be aware of who is in the background when you are recording. If you want to post it online feel free to ask people to move out of the background so you have a clear shot, or ask their permission to post.

### **General:**

This is part of your agreement when joining Circus Central (CC). Membership is open to all subject to the following conditions:

- CC accepts no responsibility for loss or damage of personal belongings while on the premises.
- CC accepts no liability for any injuries sustained whilst participating in a class or on the premises.
- CC Staff must be notified of any changes to the information provided on the Booking Form and health declaration.

**Mentors/teachers:**

All mentors, including cover teachers (who may be brought in at short notice), are qualified, experienced and DBS checked. There is always a first aider on site.

**Supervision while on site for under 18s:**

Under 18s must ensure they always get permission from a mentor before leaving class. Toilet breaks will be supervised by either a member of staff or class facilitator and students will always be supervised whilst on site.

**Behaviour:**

Racist, sexist and other offensive language and behaviour is not tolerated, and we reserve the right to terminate membership without notice, the final decision being undertaken by the Safeguarding Officer. Behaviour of staff, parents and students must always follow our code-of-conduct.

**Illness/Injury:**

Parents are not to allow their child to attend CC if they are feeling unwell or have a known injury which would prevent a student from fully taking part.

This includes presenting any contagious illness including (but not limited to):

- Symptoms of COVID19
- Chicken Pox
- Head Lice
- Common Cold/Flu

**COVID-19:**

Parents are expected to follow government advice in relation to when to self-isolate. You must complete a health declaration form before attending CC.

Refunds will only be given in the event of illness or injury preventing attendance at classes for a sustained period at the Operation Directors discretion.

**Emergency contact number:**

The CC emergency mobile phone is kept with the Site Manager. The number will be given out upon registration and must only be used if there are problems regarding the collection of children and/or other emergencies.

**COVID 19****General:**

We aim to run courses in-person, however, the safety of students and staff is our top priority and we will follow government guidance at all times. If Circus Central (CC) cannot deliver classes due to force majeure or government directive, we will run online classes via video conferencing software as a replacement. No refunds will be offered.

If a child or household member must self-isolate under direction from NHS Track and Trace (or equivalent service) we will aim to provide a home learning plan or online classes to the student via video conferencing software. If the student is unwell and cannot take part, this will be classed as missed sessions and as per the above, no refund will be made.

In-person:

Students must arrive on time. You will be provided with a 10 minute arrival window. Failure to arrive during your window may mean you will have to wait until staff are able to collect your child. Your student must agree to maintain social distancing. We will also require you to maintain social distance at drop off/pick up. We recommend wearing masks for drop off/ pick up.

No parent or carer is to come into the premises unless by prior agreement with CC Office staff. No person or child is to come to site if experiencing symptoms of coronavirus/has been asked to self isolate/ tested positive. You will be asked to fill in a health questionnaire on behalf of your household. Should a student present with a fever they must be collected immediately.

You must agree to collect a student should their group need to close at short notice.

Closure of courses due to COVID-19 infection and need to self isolate:

If a student has been asked to self-isolate or they or a member of their household shows symptoms of COVID-19 when they are due to attend the course they will not be able to attend.

If a student or member of their household tests positive for COVID-19 while the course is running you will need to notify us immediately and that student will no longer be able to attend on-site until they have completed the isolation time.

In the event of a student experiencing COVID-19 symptoms part-way through the course, their group may be removed from on-site activities and teaching will be transferred online.

*All of the above conditions do not replace other terms and conditions of membership.*

**Online Classes:**

Due to the prevalence of COVID-19 and under guidance from the UK Government, Circus Central (CC) are delivering lessons via online video conferencing software (usually Zoom).

In order to take part in these online lessons, you agree to the following:

1. Children will not be left unsupervised during the session.
2. You are able to provide clear, flat floor space for the student's use. Where no furniture, slip and/or trip hazards can be found.
3. The student must wear appropriate clothing and footwear for the class.
4. Students must not share Zoom links or passwords
5. You fully understand that as CC are not providing these services in person, we are unable to provide any first aid services.
6. CC is not affiliated with the video conferencing software, and are not responsible for any changes, data loss or software/hardware malfunction as a result of using the equipment. You also agree to their separate terms of use.

7. CC is not responsible for any injury sustained as part of these classes and will watch your child for signs of sickness, tiredness, injury or illness or other incapacitations which may prevent them from taking part.

**Clothing:**

Appropriate clothing as below is necessary for health and safety and child protection:

- Strictly no jewellery – no earrings.
- Leggings/ tracksuits are recommended.
- No embellishments on clothing e.g. buttons, zips, poppers, diamantes.
- We recommend that midriffs are covered.
- You may be turned away from a class if your clothing is unsuitable as this can permanently damage equipment

**Attendance:**

Children must arrive and be collected promptly. It is very important that children arrive in time for their classes, preferably 5 minutes before the start. Latecomers may have to wait outside until an appropriate time to join the class.

Where possible Circus Central (CC) will aim to let people know of any changes in venue or class time at least one week ahead of schedule.

**Child Collection:**

Children must leave sessions promptly either with an older sibling, or an adult. Only children over the age of 11 may leave CC unsupervised and only when permission, in writing, has been given.

If a child is not being collected by their known primary care givers, the office must be informed in advance.

If a child is not collected on time every attempt will be made to contact all telephone numbers available to CC.

In a worst case scenario, where adults responsible for the child are not reachable and there is no adult available, CC will take the child to the nearest police station.

**Bookings and Refunds:**

Bookings our subject to our booking policy. Due to Covid19 Circus Central (CC) does not provide drop-in classes for children and young people. All courses must be booked in advance. New students may join courses during the term subject to availability and authorisation of the CC management team. If there are no spaces on a requested course when booking, then CC will aim to provide an alternative option where possible.

**Waiting List:**

Members on the waiting list will be contacted in order of the list. If members are unavailable, a message will be left. If there is no response after 24 hours, the next member will be contacted and the first to make contact will receive the place.

Payments:

Full payment must be received in advance to confirm a place.

It is CC's aim to offer a fixed number of concessionary places per term, subject to availability. All concessionary places must be paid for in advance of the course to confirm your place.

Non-payment:

Failure to make payment before term starts may result in no place being available. If this happens CC will make every attempt to offer an alternative course or arrangement. If this is not possible then your name will be added to a waiting list.

Cancellation/Refunds:

Holiday courses are non-refundable from the point of booking or reserving a space using childcare vouchers. Full Payment will be owed from the point of booking or reserving a space using childcare vouchers.

Courses are non-refundable from the point of booking for continuing students. Courses are non-refundable post a two-week trial period for new students.

CC reserves the right to cancel a course if there are fewer than seven participants and the above efforts will be made to place a student in an alternative course or offer a pro-rata refund where appropriate.

If a single class does not take place due to circumstances beyond our control, CC will view this class as postponed and will reschedule.

CC cannot offer a refund if you do not attend courses or classes.

A full refund will be given if the chosen workshop date/course is fully booked on receipt of payment.

New Students:

The first two classes are considered 'trial' classes. If for any reason the course is not suitable, we must be notified before the third class and a refund for classes not attended will be given. Please note, no refund or reduction will be made after the second class has taken place, whether further classes have been attended or not.

If a payment is made by BACs or PayPal, CC reserve the right to make a £10 charge (taken from the original payment and consequently refund amount) to cover PayPal charges and administration costs.