



## **ADMINISTRATIVE RESPONSIBILITIES OF TEACHERS / ORGANISERS OF CLASSES**

**Teachers and others who are responsible for organising a class or event must be aware of various legislative requirements with which they must comply.**

**The following guidance is based on requirements in Scotland. Other countries will or may have similar legislation with which Teachers, Branches, or Groups will have to comply.**

### **General**

Obtain from premises owner any safety information and insurance requirements pertaining to the use of the premises e.g. alarms, fire drills, security requirements etc.

### **Insurance**

Branches/Organisers should have Public Liability Insurance to cover their activities – Classes, Social Dances and Weekend/Day Schools. Check your insurance coverage when doing a one-off special event.

Areas that could be covered:

- Public Liability – covering injury etc due to negligence by the organisers.
- Property damage – covering damage to the premises while under your control.
- Money and Assault – loss of cash or valuables during an event.

Public Liability Insurance is in place for all RSCDS events organised from Headquarters.

### **Music**

In order to play recorded music in public, legal permission is needed from the copyright holders. This includes the use of RSCDS recordings.

There are two licensing bodies, PPL and PRS for Music. PPL and PRS for Music created a joint venture in 2018. The new company, TheMusicLicense, focuses on serving all PPL and PRS for Music UK public performance licensing customers meaning that one license is required to be purchased.

PPL collects and distributes licence fees for the use of recorded music on behalf of record companies and performers, while PRS for Music collects and distributes for the use of musical compositions and lyrics on behalf of songwriters, composers and publishers.

For more information about the tariffs applicable to your Branch or function, please see <https://pplprs.co.uk>.

RSCDS Website <https://www.rscds.org/learn/music-resources/music-faqs>



## **Health & Safety**

As an event organiser you have responsibility for the health and safety of persons attending your class/event. While the owner of the premises has similar responsibility you cannot ignore problems, you must inform. Sometimes it might be easier to correct a simple fault – such as clearing chairs away from a Fire Exit.

As mentioned above, RSCDS Branches are responsible for maintaining their own insurance, which they obtain at discounted rates when using the designated Society insurer (Edinburgh Risk Management (General) Ltd. Please note that RSCDS Branch teachers are insured under these policies for classes and events organized by RSCDS or by the individual Branch. However, they are not insured for other classes or events, not organized by RSCDS or the Branch.

To ensure you have thought of all eventualities write down the results in a Risk Assessment.

### **Check emergency escape routes are clear.**

#### For each event inform/remind participants

- Location of toilet facilities
- Escape routes and Assembly points
- Fire Drills/alarm sounds
- The name of any trained first aider present
- Other relevant information

#### Items to have available

- Updated first aid kit (premises may have one accessible to you)
- Expired or missing first aid items should be replaced (the most commonly used items are instant cold packs)
- Designated mobile phone: check that you get reception inside premises
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- Designated mobile phone and mobile phone owner (i.e. who knows the unlocking passcode)
- Telephone number, address, postcode and “what3words” of the premises.

Note: ‘what3words’ is used by emergency services in the UK in relation to Ordnance Survey maps to assist in locating where the help is required

#### Useful emergency contact and confidential health information

In the case of a medical emergency, it is useful for responders to have access to any medical conditions that could aid in the prompt treatment of the patient. Dancers could be asked to



carry in a sealed envelope in their shoe bag details that would be useful in an emergency such as:

- Name (as on medical records)
- Name of person to be contacted, phone number and relationship to dancer
- Any medical information relevant to aiding treatment

This envelope would only be opened in an emergency thus dancers would not need to divulge confidential information prior to emergency.

## **Disclosure**

Teachers and committee members working with children or protected adults are in 'regulated roles with children or protected adults'.

For regulated work with children or protected adults, the PVG Scheme is now the most appropriate type of check. Regulated work is the term used by the PVG Act to define the types of work which barred individuals must not do, and for which PVG Scheme membership is available.

There are two types of regulated work:

- regulated work with children; and
- regulated work with adults.

Applications are made through a registered organisation. The RSCDS is registered with PVG for this purpose. From April 2025, the PVG scheme and related legal requirements are changing. Further relevant information will be circulated in due course.

Associated forms and information on the above areas will appear on the RSCDS website.

## **Safeguarding**

Moving beyond the universal guidance above, the RSCDS and our branches often work with two groups who may require additional considerations to ensure their safety when participating. These are vulnerable adults and children & young people.

A vulnerable adult is defined as someone over the age of 18 who may need extra support or protection from harm, abuse, or exploitation.

In Scotland Children and Young People are defined as anyone under 18 years of age.

Where there are participants who fall into either of these categories it is best practice that group leaders and teachers have been safely recruited and are members of the PVG scheme (see Disclosure below). The Branch/group should have a policy regarding the safeguarding



of these groups. A suggested wording will be available shortly for Branches to adopt or adapt as they see fit shortly.

### **Children and Young People**

There are 2 ways in which children and young people may be involved in activities.

#### With their parent/guardian:

In this situation children and young people are the responsibility of their parent/guardian. A branch should have a clear policy stating that under 18s must be accompanied by a parent/guardian. It is best practice that at least 2 members of committee/leaders/teachers have undertaken basic safeguarding training.

#### Without their parent/guardian (e.g. A children's class)

The organising branch/group must have a child protection policy. Lead members of the committee should have undertaken the Child Wellbeing and Protection in Sport: Board and Committee Training Course. From the 1<sup>st</sup> April 2025 it is a legal requirement that anyone acting as a trustee/board member/management committee member for an organisation offering activities for children and/or protected adults must be a PVG scheme member before taking up post.

The adults teaching and organising the class (Best practice is there is always more than one adult in the room) should be safely recruited, be PVG scheme members through the RSCDS, and have completed the Child Well Being and Protection in Sport (CWPS) Course.

The Branch/group must also have a CWPO who is also safely recruited, a PVG scheme member through the RSCDS, and has completed both the CWPS course (above) **and** Child Wellbeing and Protection Officer Training Course. .

The CWPO should **not** be the person teaching/leading the work with children and young people. It is best practice if they are known to, and frequently present at events and activities for, children and young people so the children and young people, their parents, or other members can speak to them as and when required.

The branch/group CWPO and committee can contact the RSCDS CWPO for advice and support as needed. Any RSCDS member or event/activity attendee can contact the RSCDS CWPO for advice or to raise a concern.

### **What to do if you have a concern:**

If you have seen something you are concerned about, or you have received a disclosure or allegation, you need to contact the Branch / Affiliated Group CWPO, or for events organised



by 12, Coates Crescent, contact our 12, Coates Crescent Safeguarding team, as soon as possible.

If it is an emergency and there is an immediate risk of harm, phone the emergency services first and then let your **Branch / Affiliated Group Lead CWPO for your branch events** know. If it is at a 12, Coates Crescent event then let the **12, Coates Crescent Safeguarding team** know. This can be by phone or email.

**For Events organised by 12, Coates Crescent in Scotland:**

1. Contact the Event CWPO and 12, Coates Crescent Safeguarding team.
2. Complete a written report and email to RSCDS CWPO [cwpo@rscds.org](mailto:cwpo@rscds.org). **The 12, Coates Crescent Safeguarding team will record and manage all allegations, concerns and disclosures for headquarters events.**
3. The RSCDS CWPO will inform the RSCDS Chair and COO.

**For Events organised by Branches / Affiliated Groups in Scotland:**

1. Contact your Branch / Affiliated Group Safeguarding Lead CWPO.
2. Complete a written report. Make sure to include names, membership numbers of those involved and details of any actions taken.
3. Branch and Affiliate Group CWPO's will inform their local Branch Chair.

**Vulnerable Adults**

Guidance on this area is currently being reviewed and will be shared in due course.