



**VISITING FACULTY
HANDBOOK 2025-26**

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THE PLACE'S VISION, MISSION AND VALUES

London Contemporary Dance School is a part of The Place, London's creative powerhouse for dance development, which has been leading the way in dance training, creation and performance for 50 years. The Place's vision, mission and values can be found below.

Our vision is: **A World with More Dance**

Our mission is: **Powering Imagination Through Dance**

We do this by fostering a learning culture which promotes innovation, and critical thinking; by developing dance opportunities beyond our walls which span a lifetime and by creating experiences through dance that make us more alive.

Our values are:

Unlocking Potential – We seek talent and passion in everyone and offer the space and opportunities for them to develop their best work.

Taking Risks – Being bold and confident, trial and error and embracing processes as well as the results is what drives our artform forward.

Equity– We champion new paradigms and empower all to own their crafts, opinions and leadership potential.

Cultural Activism – Our work reflects the urgent issues of our time, is relevant and impactful.

Entrepreneurship – We seek opportunities that push boundaries of the artform whilst creating a resilient future for the arts.

KEY CONTACTS

Name	Title	Contact Email
Dr Lise Uytterhoeven	Chief Academic Officer	Lise.Uytterhoeven@theplace.org.uk
Baptiste Bourgougnon	Director of Higher Education: Performance and International Development	Baptiste.Bourgougnon@theplace.org.uk
Jeannie Steele	Head of Learning and Teaching	Jeannie.Steele@theplace.org.uk
Josh Slater	Director of Higher Education: Pedagogy and Enhancement	Josh.Slater@theplace.org.uk
School Office		School_Office@theplace.org.uk
PG Course Leaders	MA Screendance – Katrina McPherson	Katrina.McPherson@theplace.org.uk
	MA Dance: Performance – Tom English	Tom.Afiyan-English@theplace.org.uk
	MA Dance: Participation, Communities, Activism – Jo Parkes	Jo.Parkes@theplace.org.uk
UG Year Group Coordinators	CertHE – Khyle Eccles BA1 – Sharon Coleman BA2 – Olu Alatise BA3 – Thea Stanton	Khyle.Eccles@theplace.org.uk Sharon.Coleman@theplace.org.uk Olu.Alatise@theplace.org.uk Thea.Stanton@theplace.org.uk

LCDS INFORMATION

Induction

Before you begin teaching at LCDS, you'll be sent a PowerPoint by your Unit Leader, who is your primary point of contact during your contract. The PowerPoint outlines all the information you need and can be re-accessed at any time. You will also be supported by Jeannie Steele, the Head of Learning & Teaching and the Year Group Co-Ordinator or Course Leader.

The Unit Leader will give you information about your schedule and how it sits within the rest of the timetable. The PowerPoint will contain information about class planning in relation to periodization and any specific learning needs of the students with whom you'll engage will. You'll also be introduced to Artifax, the timetabling system we use at LCDS, Google Classroom, a forum used to communicate directly with the students, and you'll have a chance to ask any questions you might have before you enter the studio.

On your first day, we will arrange for you to have a tour of the building (if you're not already familiar) and meet relevant staff who will be supporting you while you're working in the school. You will also be formally introduced to your students prior to your first class with each cohort/s. We will also ask you to provide a short biography, which we will share with the students on google classroom. It should include information specific to your teaching methodology and be sent to the Unit Leader prior to the start of your engagement

We're very excited for you to share your practice with us and look forward to welcoming you to the LCDS community.

Access Requirements

The Place is keen to support all staff to thrive at work. If you have any access requirements you would like to discuss, please speak to your Unit Leader in the first instance to discuss what can be put in place. Alternatively, please contact the HR team HR@theplace.org.uk for a confidential discussion.

Meetings and Professional Development Sessions

Depending on the length of your time with us, there may be an expectation to attend various meetings and professional development sessions for which you will be remunerated. The professional development sessions typically take place before the term starts and will provide you with practical information and skills development to help you in your teaching. Regular year group faculty meetings will also take place throughout the term. You are welcome to access/audit these sessions even if you are not asked specifically to attend either live or via recording.

Microsoft Teams

Before you start teaching, you will be added to the LCDS Faculty page on Microsoft Teams. Through this you will be able to access a number of documents, including Learning Agreements, Student Photos, meeting notes and assessment dates. You will also be able to use this channel to see wider departmental information and posts throughout the term. If you have issues with accessing Microsoft Teams please contact the School Office.

Learning Agreements

When starting to teach a new class of students you should familiarise yourself with any existing learning agreements for students. The plans have been written by the Student Support team (including the Learning Support Coordinator, Head of Dance Science and Health and Mental Health Advisors) in collaboration with the students and reflect on any Reasonable Adjustments that the student would like to make to their teaching and learning in order to remove barriers to success they may be experiencing as a disability. As teachers representing LCDS it is your responsibility to follow these recommendations and to anticipate a diversity of student needs in the classroom. You should devise inclusive teaching practices that are accessible to all.

Learning Agreements and further information on how to use the plans can be found on the Faculty page on Microsoft Teams. You can also read guidance here: [Reasonable Adjustments for Students at LCDS – Faculty Guidance](#).

For more information, or if you have any questions on specific Learning Agreements, please speak to [Jeannie Steele](#), Head of Learning and Teaching, or [Anna Helsby](#), Director of Student Lifecycle and Well-Being.

Periodisation – Undergraduate Teaching only

LCDS is committed to incorporating the latest best practices in dance pedagogy and dance science. We integrate periodisation principles into our curriculum to ensure that students' physical and cognitive workload is optimally managed throughout the year. This approach is drawn from sports science but has been curated to meet the bespoke needs and processes of our environment. Periodisation helps students perform at their best while minimising the risk of injury, overtraining, burnout, and mental health pressures.

Class Intensity Ratings

As part of our learning-centred curriculum design, all faculty are required to provide class intensity ratings (Red, Amber, or Green) for every class they deliver, a minimum of four weeks before the start of the term. This information helps guide the overall periodisation of the curriculum, ensuring that the intensity of classes is balanced across the term whilst still ensuring that faculty remain autonomous in pacing and content of their class. Delays in providing this information may affect planning across the course team, physical development team, and student support services. Guidance on how to determine appropriate intensity levels is available from your Unit Leader.

Google Classrooms

'Google Classrooms' is LCDS's Virtual Learning Environment (VLE) which is used by colleges, universities and schools worldwide. This is a web based application which is a safe and secure environment, where students can access learning materials and communicate with their teachers and other students. It is organised into units (i.e. BA1 Unit 1, BA2 Unit 4.).

You can access Google Classrooms from anywhere with an internet connection including smart phones and tablets. To access Google Classrooms you will need to go to the following link: classrooms.google.com

If your teaching requires you to have access to Google Classrooms, you will be allocated a personal log-in once you begin teaching at LCDS.

If you need to post information on to Google Classrooms, you will need to ensure you follow the Google Classroom guidelines. Typically, information about your teaching will be added as 'material' under the set 'Topic' for your class. For more information about adding information to Google Classrooms please speak to the Unit Leader or the School Office.

Registers and Attendance

As all of our programmes of study are supported by the Government via Office for Students (OfS), and for our own attendance policy (see below), it is essential that registers are kept for all timetabled courses.

All class registers are taken via Google Forms. This can be done using your smart phone/tablet/laptop. There is a QR code in the School Office which can be scanned using a smartphone and will take you to the form.

Each morning you will receive an email notifying you of any student absences that day, this email will also contain a link to the Google Form Register.

You will sent detailed instructions via email regarding taking the registers prior to your first day of teaching. If you are able to come to the school before your first class the School Office will be able to give you one-to-one tuition for taking registers, should you wish. More information on taking the registers can also be found on Microsoft Teams.

It is also important to note that the UK Visas and Immigration (UKVI) requires us to report back on individual student attendance for those on a student visa, so it is imperative we have an up to date record of the registers on Google Forms.

Student Pictures and Pronouns

The students preferred names and pronouns can be found on all registers. You can also collect a hard copy of the students' headshots and names / pronouns from the school office ahead of teaching class. These can also be found on the LCDS Faculty page on Microsoft Teams.

Communicating with Students

All staff members should be communicating with students only through official channels such as Google Classrooms, Place/LCDS email addresses or via the School Office. Please familiarize yourself with the [LCDS Staff Guidelines for Communicating with Students Sept 23](#) and speak to your Unit Leader/Year Group Co-ordinator if you have any questions about this.

Online Learning

If you are teaching your class online, this will usually be conducted via Zoom. Ahead of teaching you will be provided with a link for the session as well as log in details for the class and guides for using Zoom.

All synchronous online classes are recorded and uploaded to Google Classrooms for students to refer back to. These will remain on Google Classrooms for the remainder of the academic year in which they were taught.

All pre-recorded asynchronous sessions will be uploaded to Google Classrooms for students to watch. We will not re-use any pre-recorded, asynchronous sessions without the lecturer's consent.

For smaller seminar sessions these may be held via Google Meet, however if this is the case this will be communicated to you in advance along with the link and log in details.

Space, Equipment and Facilities

The weekly timetable

The weekly timetable for the School is displayed on Google Classrooms and on the notice board on level 4 from 4pm every Friday. Please note that your classes may not be in the same studio every week, so it is important that you check the timetable before hand to make sure where it is scheduled.

Your Unit Leader will provide you with a personal link to a live timetable which can be added to your phone. Whilst this will update automatically with any changes, we would advise you always check the timetable in advance in case there are any issues, and also check the timetable on the noticeboard for last minute changes.

For support with adding the live timetable please email George Frampton (George.Frampton@theplace.org.uk).

Booking extra space

If you require any additional studio space for any of the units/projects you are teaching (for instance if you would like an extra rehearsal studio for your students to rehearse in before an assessment) or in any way would like to make changes to the usual space that is allocated to you, you should consult with George Frampton by emailing LCDSSpace@theplace.org.uk.

Space is always in high demand, so it is not always possible to accommodate requests for extra space, especially in peak times. The timetable for each new upcoming week is finalised in advance and published every Thursday by the end of the day, so requests to change your normal space allocation, or book extra space, must be made **well in advance of the Thursday before the week in question**. It may not be possible to change space allocations once the timetable has been published.

AV Requirements

If you require any AV equipment for your session please speak to your unit leader. They will then speak with Jake Burgess (Jake.Burgess@theplace.org.uk) and book the item on your behalf using the official booking system, Siso. Please ensure there is a minimum of a week's notice for any equipment needs.

Printing / Photocopying

All staff can print using the dedicated printer in the staff room. Staff also have access to the photocopier located in the School Office.

The access code for this photocopier is 4871.

Assessment Procedures

Students are assessed in each unit they take. For details of the mode of assessment for each unit, and the grading descriptors, please check the unit guides, which can be provided by the School Office, or are available on the respective Google Classroom pages.

Assessment Forms / Reports

If you are taking part in the assessment of a Unit, students should receive a report form, via which you provide marks and feedback. The report forms are different for each unit, and will be sent to you via Google Docs by the Assessment and Quality Officer.

In order to allow sufficient time for second marking and administration, all marking and **report forms should be completed and returned to the Assessment and Quality Officer within 15 working days of the assessment date.** A document will be circulated by email early on in the academic year, which will outline the deadlines for each unit.

Typically, if you are undertaking marking for a unit, you will meet with the Unit Leader in advance of the marking commencing to gain more information on the assessment and process.

Unit Evaluation

At the end of each unit, students are encouraged to feedback by way of evaluation forms. You are able to request to see copies of evaluation forms for your unit and can discuss any issues with the unit leader or the Head of Learning and Teaching where appropriate.

NB to allay any fears: Feedback is usually largely positive - this exercise is designed to enable us to keep the design of the Unit relevant, appropriate and up to date, it is not a whistle-blowing activity on teachers!

Debrief Questionnaire

Once your teaching has concluded, you will be sent a debrief questionnaire, which can be completed anonymously. In an effort to keep a more formal record of feedback from our visiting faculty, the short questionnaire allows us to understand more about your experience while working at LCDS. Any feedback you can provide will really help us as we continue to make improvements to our existing programme.

What to do if you have concerns over students

If you have concerns about students in any of your classes, you should contact the Unit Leader or Year Group Coordinator in the first instance. If they are not available, please contact studentwellbeing@theplace.org.uk. The undergraduate cohort specific faculty meetings which take place regularly throughout the term are also a good place to raise concerns, particularly relating to attendance.

PAY ADMINISTRATION

PAYE

All teaching at LCDS and The Place will be paid via Pay as You Earn (PAYE), unless otherwise stated. Rates of pay will be found in your contract between yourselves and the department you are working with. Payment made via PAYE will be taxed at source.

The pay date is the **15th of the month**, and all working hours must be submitted to the School Office, via a Pay Claim Form (see below) by **10am on the 5th of the month**. Where the 15th falls on a weekend or a bank holiday the payment date will be the previous working day.

Holiday pay is calculated at 12.07% of your earnings. This will be paid monthly alongside your earnings. For questions on holiday accrual please contact payroll@theplace.org.uk. Holiday pay is subject to deduction of tax and national insurance as appropriate. The Place may amend the calculation method on holiday pay if required to so due to any statutory changes.

Pay Claim forms

Please submit a Pay Claim form to George Frampton in the School Office by the 5th of every month in order to be paid. The Pay Claim form will outline the hours you have worked throughout the month. You will be able to find a Pay Claim form in the School Office, and will also be sent to you via email.

Pay Dates

CASUAL WORK DATA PERIOD COVERED	PAY CLAIM FINAL DEADLINE	PAYDATE
01 Aug – 31 Aug	Fri 5 Sep, 10am	Mon 15 Sep
01 Sep – 30 Sep	Fri 3 Oct, 10am	Wed 15 Oct
01 Oct – 31 Oct	Wed 5 Nov, 10am	Fri 14 Nov
01 Nov- 30 Nov	Fri 5 Dec, 10am	Mon 15 Dec
01 Dec – 31 Dec	Mon 5 Jan, 10am	Thu 15 Jan
01 Jan – 31 Jan	Thu 5 Feb, 10am	Fri 13 Feb
01 Feb – 28 Feb	Thu 5 Mar, 10am	Fri 13 Mar
01 Mar – 31 Mar	Thu 2 Apr, 10am	Wed 15 Apr
01 Apr – 30 Apr	Tue 5 May, 10am	Fri 15 May
01 May – 30 May	Fri 5 Jun, 10am	Mon 15 Jun
01 Jun – 30 Jun	Fri 3 Jul, 10am	Wed 15 Jul
01 Jul – 31 Jul	Wed 5 Aug, 10am	Fri 14 Aug

Payslips

All payslips will be accessible to you via our online payroll system, Moorepay either shortly before or on the 15th of the month. Once you have been added to the payroll, you will receive an email with a link to activate your Moorepay account. Check your junk mail if you do not receive this email. Once your account is activated, you can find your payslips and other important documents by selecting Pay Documents from the Moorepay dashboard.

We encourage employees to make sure all the details are correct on receiving their first payslip; and you should inform Payroll of any changes as soon as possible. P60's will be accessible via Moorepay in April.

For support with Moorepay, please contact HR@theplace.org.uk.

Contacts

Saverio Lisco - Payroll Manager

- Saverio.Lisco@theplace.org.uk

Richard Lawrence-Allen – HR Officer

- richard.lawrence-allen@theplace.org.uk

Staff Newsletter

Each month you are on our payroll you will receive a staff newsletter via email. This will include important information, including any updates concerning the Moorepay system, new and updated staff policies and procedures, building closures, and any other information relevant to your employment at The Place.

FIRE EVACUATION AND INVACUATION

The Fire Alarm is tested each Wednesday morning at 9.00am. You do not need to take any action at this time. However, if the fire alarm sounds at any other time you are to evacuate the building by the nearest exit. The muster point is outside Mabel's Pub on the corner of Flaxman Terrace or Woburn Walk if you are exiting from the Duke's Road exit.

If you discover a fire

- Activate the nearest fire alarm call point and leave the building immediately
- Use the nearest escape route, marked by green emergency signage
- If possible inform The Place security of the location and nature of the fire
- Proceed to the assembly point. Do not loiter outside any exit and do not stand in the road

If the alarm sounds

- Evacuate your studio, closing the door behind you
- Use the nearest escape route, marked by green emergency signage
- Proceed to the assembly point opposite Mable's pub. Do not loiter outside any exit and do not stand in the road
- Report to The Place security that your area is clear and that all participants have safely evacuated the building

If you discover a suspect package

- Contact security and inform them on the location of the package.
- Await further instructions

Fire Exits

Flaxman Terrace Side:

- Flaxman Terrace main entrance
- Studio 1 rear fire exit to Premier Inn car park
- Premier Inn car park exit at the bottom of the back stairs

Duke's Road Side (If in Founders)*

- Duke's Road main entrance
- Theatre fire escape in to Premier Inn car park (Access through corner of Founders studio).

IMPORTANT POINTS

- Close all doors behind you
- Do not run
- Do not use lifts
- Do not stop to collect personal belongings

- If you have a hard copy of your register, it is vital that you bring this with you as you exit the building. Once at the assembly point do a headcount of your participants and let a warden know if you are missing anyone.
- Do not re-enter the building unless clearance is given by the Fire Brigade / The Place Security
- All fire evacuation routes can be found in the appendix of this document.
- The fire alarm is tested at 9am every Wednesday, you do not need to take any action at this time.

Invacuation

In the case of imminent danger in the area surrounding the premises of The Place, there might be the need to move building users in an interior space away from any entrances and windows.

If there is danger outside: **Go In, Stay Tune, Tune In**

If the danger is inside: **Get Out, Stay Out and Call 999**

Invacuation locations:

Primary: The invacuation location for the building is studio 1-2. If there is a performance, the theatre should be used in addition as the invacuation location for those that are in the Dukes Road building.

Alternative: There needs to a level of discretion and consideration of the situation – so if the users are ‘safe’ in their existing locations ie rear of studios/theatre and we need to lock our front doors to secure the building, then the plan can be adjusted but only if primary location is not suitable.

We should use what information is available to us for the best approach. Please refer to plan below for suitable decision-making process.

Invacuation Plan:

The need to invacuate will be decided by the Duty Manager, Duty Director or following the advice from the emergency services.

General Building users:

- If you have been told to invacuate, react swiftly: close any windows that are open and head to the invacuation location.
- Encourage colleagues and other building users to head to the invacuation location.
- Once in the invacuation location, remain calm and wait for instructions.

A full invacuation procedure can be viewed [here](#).

FIRST AID AND HEALTH AND SAFETY

Health and Safety

We at The Place are committed to keeping our Health and Safety and First Aid policy up to date- but this is only through the help of our staff.

Here are some of the key points from our Health and Safety policy that you can help us with:

- Identify any hazards- both in the studios and all working areas
- Communication and instruction relating to hazards
 - Anything that needs to be resolved immediately should be reported to reception
 - Leave a message with your line manager if it is not urgent
- Safe access and exit in the building
 - No obstructions by the exits
 - Making sure you wear your lanyard around the building
- Where materials are handled and transported this is done without risk
- Record and investigate accidents and cause of ill-health

First Aid (Physical and Mental Health)

All first aid should be administered by a certified first aider. The Place will have a First Aid team on duty at all times. If you are in need of a First Aider, physical or mental, please ask reception to contact the First Aid team on duty. It is not down to you to administer first aid.

Ice packs can be found at reception.

If the injured or ill person has any of these symptoms please let reception know immediately:

- Numbness
- Bleeding which will not stop
- Breathing problems
- Unable to move limb

Blood / Bodily Fluids

Any spillage of bodily fluids should be attended to immediately. A normal mop and bucket should not be used for blood spillages. The priority of who should clean up the spills are:

1. The injured or ill person
2. A trained first aider
3. The Place cleaning staff.

Small spots of blood or small spills:

- Gloves and eye protection should be worn.
- The spill should be wiped up with antiseptic wipes. All necessary equipment can be collected from Flaxman Terrace Reception.
- The spill should be cleaned up by the injured person or the attending First Aider.

Larger spills:

- Staff and students must be kept away from the spillage and if possible a warning sign shown while preparation is made to handle the spill as outlined below.
- Gloves, eye protection and protective clothing should be worn. If the spillage is extensive, disposable plastic overshoes may be necessary.
- A biohazard clean up kit should be collected from Reception and the instructions within the package followed up in order to clear the spillage.
- The spill should be cleaned up by the injured or ill person or the attending First Aider. Antiseptic wipes, gloves, disposable overshoes and any contaminated clothing should be placed in the yellow clinical waste bag in the kit for disposal.
- Finally, the area should be washed with water and detergent and allowed to dry.

Online First Aid Form

The online First Aid form must be filled out whenever an accident has occurred during the time as a result of the space or the class. The form will be filled out by the certified First Aider who assisted with the incident.

SAFEGUARDING AND PREVENT

Condition E6 Information

The Office for Students Condition E6 covers subject matter relating to incidents or harassment and/or sexual misconduct which affect one or more students (including the conduct of staff towards students, and/or the conduct of students towards students).

It is a requirement of the Office for Students' Condition E6 to have a single comprehensive source of information summarising policies and procedures that ensure students, staff, and the wider community at The Place are protected from bullying, harassment and sexual misconduct. This can be found [here](#).

Prevention of Bullying, Harassment and Sexual Misconduct Policy

The Place is committed to providing a safe, welcoming and inclusive working environment for all members of The Place community. No member of The Place community is expected to tolerate bullying, harassment and/or sexual misconduct (including sexual harassment), which are unacceptable behaviours and will not be tolerated. Our Prevention of Bullying, Harassment and Sexual Misconduct Policy seeks to ensure that all students, staff, and the wider community of artists and visitors at The Place are protected from these behaviours. You can find this full policy [here](#).

Personal Relationships Policy

Under the Personal Relationships Policy, close personal or intimate relationships between **all salaried staff/LCDS hourly paid staff** and students are prohibited.

This policy also requires disclosure of intimate or personal relationships between staff members.

For more information on the policy, including how to declare a relationship, you can find the policy [here](#).

DBS

It is a requirement of The Place's Safeguarding Policy and Reporting Procedures, and our Disclosure of Criminal Records Policy, for all personnel working with young people (under 18 years of age) and/or adults at risk to hold an Enhanced DBS issued within the last three years. The certificate must be shown to a member of The Place's HR department prior to you commencing work. If you do not hold a valid DBS check, please notify your line manager immediately.

If you have recently been issued a DBS Check you can register online for the Update Service. It costs £16.00 per year and allows you to keep your DBS certificate up to date, as well as The Place to check your DBS certificate online. You must register for the Update Service within 28 days of the certificate being issued.

Safeguarding / Disclosures

All staff should familiarise themselves with The Place's Safeguarding procedures which can be found here: [Place Policies](#)

Disclosure occurs when a child, youth or adult at risk tells you or lets you know in some other way that they have been, or are being abused. You need to report all Disclosures of abuse, no matter where or when they happened. You can read more about types of abuse in the Safeguarding Policy here: [Place Policies](#)

The Senior Safeguarding Officer is Laura Naldrett, Head of HR (laura.naldrett@theplace.org.uk).

LCDS will have a Deputy Safeguarding Officer (DSO) on site when any LCDS activity is underway. Contact information for the Senior and Deputy Safeguarding Officers can be found in the Safeguarding Policy here: [Place Policies](#) Please inform the appropriate LCDS Deputy Safeguarding Officer of any concerns as soon as possible and always before leaving site for the day.

All Disclosures must be reported directly to the Senior Safeguarding Officer (SSO) via the online reporting form. In consultation with the DSO, you should complete an online report form within 24 hours, following the Disclosure. [Adult LCDS Student Report form](#) [LCDS Under 18 Disclosure Report form](#)

When appropriate, the duty officer at social services will be contacted by the SSO or the DSO.

More detail on reporting a safeguarding incident or concern can be found in the Safeguarding Policy Reporting Procedures Flowcharts [here](#).

Immediate Danger

If you believe that a young person or adult at risk is in immediate danger you should contact the police, take appropriate steps to mitigate the danger (if possible) and inform the onsite Duty Manager and your LCDS Unit Leader. The Unit Leader should inform the LCDS DSO and Senior Safeguarding Officer as soon as possible.

Witnessing an incident

If you witness an incident involving a child or an adult at risk it should be reported as soon as possible to the Senior Safeguarding Officer or their deputy and also notify the relevant Unit Leader. You should complete a report form within 24 hours (as above). If the incident relates to the conduct of a member of staff these should also be reported to the Senior Safeguarding Officer or the deputy immediately. This may be subject to disciplinary action.

Prevent Concerns

London Contemporary Dance School understands its Prevent Duty of ensuring that the risks of staff and students being radicalised are minimised, whilst at the same time balancing its other legal duties, including freedom of speech and academic freedom within the law and promoting equality, diversity and inclusion across LCDS. Please see our Prevent Policy [here](#)

Staff should report their concern in the first instance to:

Anna Helsby (Prevent Single Point of Contact for The Place): anna.helsby@theplace.org.uk

In all cases you can ask for advice from the Camden Prevent staff:

Police Prevent Engagement Officer (Mark Fowler, Mark.P.Fowler@met.pnn.police.uk or call 0208 733 6014)

Camden's Prevent co-ordinator (Rema Patel, rema.patel@camden.gov.uk or call 020 7974 1475)

FACILITIES

Staff Changing Rooms

Staff changing rooms are located on Level 5 and are for all staff to use. Please ask at the reception for door codes.

Wi-Fi

Wi-Fi is available throughout The Place. The Place Staff Wi-Fi password can be accessed at Reception or via the School Office.

Library

All staff are eligible to have a library card. Please contact the Librarian for full details about Library services or look on the Library section on Google Classrooms.

Librarian Contact email: Sonia.Bacca@theplace.org.uk

AV Equipment

Each studio contains an audio-visual systems as well as a lead to connect to your phone or MP3 device in order to play music, several of the studios also use Bluetooth connection. As the studios are used by both internal and external hires the AV equipment can get worn through mistreatment. If there are any problems, please let a member of staff at the reception know or email Jake.Burgess@theplace.org.uk

Ground Rules for the studios

1. Noise levels in all studios must be kept to a reasonable level. Please consider the other users and local residents when in the studios.
2. Due to noise restrictions all windows are to be kept closed. All studios are equipped with a ventilation system and a fan to ensure air circulation.
3. Pianos must not be moved as doing so can cause damage to the pianos and floors.
4. No outdoor shoes are allowed in any of the studios.
5. No spraying or aerosols in the studios
6. No body creams
7. Equipment must not be moved around the room without permission and nothing should be kept on top of the cabinet- especially liquids.
8. All equipment should be compliant with current guidance and legislation. All electrical items you bring into the space must be PAT tested.
9. When using the equipment rack, always refer to the AV guidelines in the studios. Do not unplug or adjust the equipment without permission from a technician. Technical help can be found in the AV room or at Reception.
10. Do not prop open studio doors as they are all fire doors which must remain shut.

STAFF DEVELOPMENT

As part of our commitment to investing in our staff, we aim to provide opportunities for professional development to keep staff informed of current dance education and training practice. We will notify you well in advance when such opportunities appropriate to the programme you are involved in arise.

We are keen to support all staff in obtaining a HEA qualification (Associate Fellow or Fellow) if you are interested in this, please contact Jeannie Steele, Head of Learning & Teaching.

Guest staff can receive a 20% discount for London Studio Centre's [MA Dance Education](#) for further CPD in Dance Education.

All staff are welcome to join our staff Yoga/Pilates, which are currently taking place on a Tuesday between 12.50-1.40pm.

PROCESS FOR EXTERNAL VISITORS FOR STAFF

While we welcome external interest in our programme we must do so with full consideration for the safety of our student body.

With this in mind, we require the following:

Observations

If you wish to invite an external guest to observe your class, please email a request to the Senior Management Team at least **one week prior** to the day you wish them to visit and await their response before confirming with your visitor. You will need to provide information about the visit:

- Who is the guest?
- Is the guest observing you, or are they there to understand the programme of study at LCDS? (Reason for observation)

Once you have been given authorisation, you and the Unit leader will meet to establish an appropriate class group/time for your observed sessions, as there may be restrictions due to students' specific learning needs and age.

Only individuals who have been hired by the school can interact with the students. **We do not allow anyone outside of the faculty to work directly with the students in any capacity.**

Please note: You are not allowed to let anyone assist you in your teaching. If you require support please contact your Unit Leader.

SOCIAL MEDIA GUIDELINES FOR THE PLACE STAFF

Social media networks refers to digital channels used to share views, video, experiences and comments. The most common social media platforms are, but not exclusively, Facebook, Twitter, YouTube, LinkedIn and Instagram. These platforms are valuable promotional and

communication tools for The Place. The following guidelines aim to encourage good practice in the responsible use of social media: [Social Media Guidelines](#)

Who is this for?

These apply to all staff using **The Place official social media** channels and there is a note about the use of **personal/unofficial** social channels. While acknowledging the right of staff to freedom of expression, The Place has an obligation to protect the reputation of both individual members of staff and the organisation as a whole.

The Place reserves the right to take appropriate action if staff members publish content that does not adhere to the content of this document. Members of staff are reminded that they are expected to operate within both the law and The Place policy framework in their interactions with social media just as much as in all other aspects of their working life.

If you are tasked with publishing material on The Place official social media channels you should consult with the Social Media Guidelines on considerations to make before posting anything.

Personal and unofficial channels

The Place has no reason to be interested in staff unofficial/personal social media activity that does not mention The Place and its activities or the member of staff's relationship to it.

However, comments made by staff concerning The Place's activities or business using their unofficial/personal social media channels may be considered subject to the guidelines above for official channels particularly if:

- The member of staff is clearly identified as being a member of The Place staff in the conversation, channel title or their profile information
- Any claims are made to be speaking in a professional capacity or on behalf of The Place.

In general, on unofficial/personal channels:

Be aware of perceptions. If you are unsure whether something you post online could compromise your professionalism or your reputation, don't post it.

Use a disclaimer if you wish to make it known that you are an employee of The Place, where appropriate use a disclaimer such as 'the views contained here are my personal views and do not represent the views of The Place.'

Please do not use The Place's logos or branding elements in the name, picture, or profile information of your channel.

Escalation procedure

Please contact the Communications team for assistance or advice:

- Holly Conneely, Director of Communications, Holly.Conneely@theplace.org.uk

- Akshara Vasavada, Marketing Manager – Education Programmes,
Akshara.Vasvada@theplace.org.uk

The Place guidelines on political campaigning and activity

As a registered charity (no. 250216), registered Higher Education Provider and Arts Council England National Portfolio Organisation, The Place is subject to limitations on the campaigning and political activity it is permitted to carry out as an organisation. A summary of those activities and the current limitations set out in the guidance given by the Charity Commission and other stakeholders can be found in The Place [Guidelines on Political Campaigning and Activity](#)

The document also sets out guidelines and procedures for how staff and students at The Place can carry out fundraising and campaigning in an individual capacity, and a list of related Place policies and relevant UK laws.

COMPLAINTS

If you wish to raise an issue with either your line manager, a member of the team, or another member of The Place staff we ask that you raise this under The Place Grievance Policy which can be found on this webpage: [Freelancer and Hourly Paid Staff Resources | The Place](#)

APPENDICES

Appendix One: Fire Escape Routes

Room/Studio	Escape Route 1	Escape Route 2
1&2	Mabel's Tavern 1. Leave through main studio door 2. Go up two flights of stairs to Level 3 3. Leave out of the main doors on Flaxman Terrace to meeting point	Woburn Walk 1. Leave through main studio door 2. Go up one flight of stairs to Level 2 3. Follow the corridor straight ahead to the cafe, past the female changing rooms 4. Walk through the Cafe towards the theatre side of the building. 5. Go up one flight of stairs to Level 3 6. Leave out of the main doors on Duke's Road to meeting point
3&4	Mabel's Tavern 1. Leave through main studio door 2. Down one flight of stairs to Level 3 3. Leave out of the main doors on Flaxman Terrace to meeting point	Woburn Walk 1. Leave through the main studio door 2. Follow the corridor to your right to the end 3. Go down the flight of stairs to Level 2 and follow the corridor to the right towards the cafe. 4. Walk through the Cafe towards the theatre side of the building. 5. Go up one flight of stairs to Level 3 6. Leave out of the main doors on Duke's Road to meeting point
7	Mabel's Tavern 1. Leave through the main studio door and then through the next doors ahead to the main set of stairs 2. Down one flight of stairs to Level 3 3. Leave out of the main doors on Flaxman Terrace to meeting point	Woburn Walk 1. Leave through the main studio doors and then through the next doors. 2. Turn left and follow the corridor to your right to the end 3. Go down the flight of stairs to Level 2 and follow the corridor to the right towards the cafe. 4. Walk through the Cafe towards the theatre side of the building. 5. Go up one flight of stairs to Level 3 6. Leave out of the main doors on Duke's Road to meeting point
5&6	Mabel's Tavern 1. Leave through the main studio door 2. Down three flights of stairs to Level 3 3. Leave out of the main doors on Flaxman Terrace to meeting point	Woburn Walk 1. Leave through main studio door 2. Follow the corridor to your right to the end 3. Go down the flights of stairs to Level 2 and follow the corridor to the right towards the cafe. 4. Walk through the Cafe towards the

		theatre side of the building. - Go up one flight of stairs to Level 3 - Leave out of the main doors on Duke's Road to meeting point
8	Mabel's Tavern - Leave through the main studio door and then through the next doors ahead to the main set of stairs - Down three flights of stairs to Level 3 - Leave out of the main doors on Flaxman Terrace to meeting point	Woburn Walk - Leave through main studio door - Follow the corridor to your right to the end - Go down the flights of stairs to Level 2 and follow the corridor to the right towards the cafe. - Walk through the Cafe towards the theatre side of the building. - Go up one flight of stairs to Level 3 - Leave out of the main doors on Duke's Road to meeting point
9&10	Mabel's Tavern - Leave through the main studio door - Down five flights of stairs to Level 3 - Leave out of the main doors on Flaxman Terrace to meeting point	Woburn Walk - Leave through main studio door - Follow the corridor to your right to the end - Go down the flights of stairs to Level 2 and follow the corridor to the right towards the cafe. - Walk through the Cafe towards the theatre side of the building. - Go up one flight of stairs to Level 3 - Leave out of the main doors on Duke's Road to meeting point
Founders Studio and Meeting Room	Woburn Walk - Leave out of the door to the room - Down two flights of stairs to Level 3 - Leave out of the main doors on Duke's Road to meeting point	Mabel's Tavern - Leave out of the door to the room - Down three flights of stairs to Level 2 - Walk through cafe towards the other side of the building - Follow the corridor round to the left - Take one flight of stairs up to Level 3 - Leave out of the main doors on Flaxman Terrace to meeting point
Lecture Room	Mabel's Tavern - Leave out of the main door to the room - Follow corridor round to the left - Go up one flight of stairs to Level 3 - Leave out of the main doors on Flaxman Terrace to meeting point	Woburn Walk - Leave out of main door to the room - Walk through the Cafe towards the theatre side of the building. - Go up one flight of stairs to Level 3 - Leave out of the main doors on Duke's Road to meeting point