



Safe in Dance International Processes and Procedures

Updated 2022

Healthy Dance Practice Certificate Processes and Procedures

PREREQUISITES TO TAKE THE HDPC

There are no pre-requisites for registration for the HDPC. All professionals working in dance practice are invited to apply. Artistic directors, choreographers, rehearsal directors, teachers or leaders of dance can apply this certification to their practice. It's generally expected that applicants will be over the age of 18 with experience of delivering dance sessions or leading dance. Applicants also need to have access to dancers to complete the practical element (Section Three) of the Certificate.

REGISTRATION AND TIMESCALE FOR COMPLETION

Once the Applicant has registered with SiDI as a Candidate, all materials must be submitted within one year. If there are sufficient extenuating circumstances, applicants may apply for an extension on submission. Any extension is solely within the discretion of SiDI and is not guaranteed.

IDENTIFICATION

You must attach a photograph of yourself to your application form. This should be a photograph of you with an official ID held close to your face, so that both face and ID are clearly visible. Each submission sheet will need to be signed with a declaration that the work has been completed entirely by you.

HEALTH AND SAFETY AND LEGAL COMPLIANCE

Please note that SiDI will expect you to obtain all appropriate permissions for filming your dancers for review. SiDI will not be held liable should there be any subsequent issues. Liability remains with the you. If SiDI is informed of any oversights or malpractice in this light, it may put your submission at risk and in extreme cases, you may not be awarded the certification.

SiDI also expects you to follow the legal requirements of the country in which you live. For example, it will be expected that all teachers working with minors in the UK will have an up-to-date Disclosure and Barring Service (DBS) check, or will have in place the necessary chaperonage and support to make this unnecessary.

All facilities used should be fit for purpose and appropriate for the dance session. They should have appropriate floors, lighting and heating and the participant numbers should match the space available. SiDI expects all candidates to follow best practice in health and safety issues.

CONFIDENTIALITY

SiDI takes data protection issues very seriously and we are registered with the Information Commissioner's Office in the UK. All data, information and review materials are considered confidential. No data will be shared and all personal data will be stored in a secure area. Matthew Tomkinson can offer further guidance on data protection issues: matthew@safeindance.com

ASSESSORS

SiDI Assessors all have in depth experience in the field of healthy dance and its practical and theoretical application. Assessors all have an MSc in Dance Science or other relevant postgraduate degrees as well as significant experience as dance practitioners. They are comprehensively trained by SiDI to ensure full understanding of our requirements and standards. A random sample of submitted work is moderated and SiDI's Senior Team also moderate submissions in the interests of parity and transparency.

OUTCOME AND RESULTS OF THE SUBMISSION

SiDI endeavours to send all results within 10-12 weeks of receiving your work. You'll first receive a result and feedback report, then if you have been successful, you'll receive a Certificate of Achievement within 4 weeks of receiving your results.

RESUBMISSIONS

If you have not achieved the Certificate, you may be able to resubmit all or part of the work. Any resubmission must be completed within six months of receipt of the original assessment. You'll be individually advised on a case-by-case basis which sections of the Certificate you will need to submit, depending on the feedback provided by the Assessor. The cost of a resubmission will therefore also depend on the sections to be resubmitted.

ADJUSTMENTS FOR ADDITIONAL/SPECIFIC NEEDS

SiDI will make reasonable adjustments to our assessment process for applicants with additional or specific needs who let us know their specific requirements.

MALPRACTICE AND PLAGIARISM

Registration for certification means that an applicant has agreed to abide by SiDI's rules and regulations of the Healthy Dance Practice Certificate.

Malpractice: In the case of an applicant failing to adhere to certification procedures and requirements, SiDI reserves the right to act against infringements of its procedures and requirements.

Plagiarism: SiDI reserves the right to act against any verifiable evidence of plagiarism.

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SIDI CONTACT DETAILS

DIRECTORS/SENIOR TEAM

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Matthew Tomkinson Matthew@safeindance.com

PROJECT MANAGER

Tina Krasevec Tina@safeindance.com

SOCIAL MEDIA MANAGER

Beth Ackroyd Beth@safeindance.com

APPEALS AND COMPLAINTS PROCEDURES FOR APPLICANTS FOR HEALTHY DANCE CERTIFICATES

COMPLAINTS

If you have a complaint about SiDI's processes or procedures or the behaviour of any of our partners, associates, assessors, or anyone related to the organisation, you should send this in writing to Maggie Morris: maggie@safeindance.com

SiDI will endeavour to respond to all complaints within 3 weeks of receipt. The complainant cannot expect action on the complaint unless it goes against any of the guidance processes or procedures published by SiDI. Complaints procedures will all be considered within the SiDI annual review process.

APPEALS

When an applicant registers for the HDPC (Independent Study Route) they agree to accept the judgement of the Assessor who reviewed their work. The following procedures must be followed by any candidate wishing to question the outcome of a review of their materials through SiDI.

If you believe that there have been irregularities in the running of the review process, you should contact Maggie Morris: maggie@safeindance.com. The issue will be discussed by the Senior Team whose decision will be final.

A candidate cannot appeal against judgments made. The only appeals which can be considered concern irregularities in the reviewing processes, management, or procedure or if comments or feedback given do not match an overall grade given in relation to the criteria.

First stage of appeal

Appeals must be placed within three weeks of receiving the results of the review. Appeals must be sent by email. It is advised that the appeal is also sent via email at the same time. The appeal should be lodged by the applicant clearly stating the appropriate certificate name.

The appeal letter must state, clearly the reasons for the appeal and give evidence supporting this. The documentation must include a copy of the report form and judgments sent from SiDI as well as the Candidate registration information including candidate number. You should always retain a copy of this documentation for your records.

SiDI will endeavour to resolve any appeal within 4 weeks of receiving the appeal information. SiDI will inform you by email when the appeal has been received. Since neither email nor post is failsafe, it is your responsibility to resubmit the appeal if you

do not receive confirmation from SiDI of receipt of either the posted or emailed appeal information. If for some reason SiDI is unable to resolve the issue within four weeks, we will inform you of the delay.

Appeals will be sent to the relevant Assessor for comment and at this level will then be considered by the Senior Team whose decision will be final.

If the appellant is successful, the outcome could be either a revision of the achievement level, or the opportunity to resubmit materials for second review. This second review would be free of charge. Either of these outcomes would end the appeals process at this stage.

Second Stage of Appeal

If you are not offered a second review or a revision of achievement level and are still not content with the decision, you can move to the second level of appeal. The second stage of appeal should clearly give additional information as to why you were not content with the decision and provide evidence of this. The second stage of appeal should follow the same time scale and processes as the first stage of appeal.

Third Stage of Appeal

If you are still not satisfied, the final stage of appeal would be to an independent external academic advisor/panel for SiDI. This appeal will follow the same procedure of the first two stages of appeal. The decision of this panel will be final.

Appeal Fees

There is an administrative fee for each stage of appeal which must be submitted with the appeal itself. The appeal cannot be processed until this is paid. Should the appeal be upheld all fees will be returned to you. For costs of appeal, please contact Matthew Tomkinson: Matthew@safeindance.com