



DJSCHOOLUK

## **DJ School UK Terms and Conditions**

### **Definitions:**

In these terms and conditions, the following have the meanings set out below.

'DJ School UK' is a non-profit community interest company registered with Companies House in England and Wales under company number 8516007.

'DJ School UK staff' includes all staff, sub-contractors and volunteers currently onsite during your sessions.

'Parent/carer' means a person with legal responsibility for any young person who is participating in services supplied by DJ School UK.

'YP' refers to young person.

'SEN' signifies Special Educational Needs.

'Session' refers to the agreed time during which the young person or private client will receive tuition and/or engage with DJ School UK services or activities (including face to face online tuition) as agreed. Session start and end times will be clarified at the time of booking.

'Booking' refers to a reservation for which the required full payment has been received and verified.

### **General:**

DJ School UK aims to provide the best and most flexible service possible for you and/or your group. If you have any thoughts, queries or feedback, please communicate with our staff to ensure we can achieve this aim.

DJ School UK is comprised of DJs and tutors, although highly experienced in working with young people and trained in child protection, DJ School UK staff are not certified to act as youth workers or SEN workers. If your young person/people has a SEN statement or access requirements, please ensure you mention this to staff before booking a session. If required you must supply specially trained support staff for their needs.

All our staff are DBS checked, hold Public Liability Insurance, only use PAT-tested equipment and adhere to our Child Protection Policy which is available to view here: <https://djschooluk.org.uk/policies>.

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All our activities have undergone stringent risk assessments and satisfy our Health and Safety Policy which is available to view here: <https://djschooluk.org.uk/policies>.

DJ School UK collects and stores data concerning attendance, age, ethnic group and gender to assist with our equal opportunities policy (available to view here: <https://djschooluk.org.uk/policies>) and for ongoing monitoring, evaluation and continuous improvement of our service.

### **Damages or loss**

1. DJ School UK will not be held responsible for any damages or loss to individuals attending our activities.
2. Any damages to the fabric of the building, breakages or loss of any equipment arising from the session, DJ School UK will discuss with the hirer and recoup the costs through the security deposit or other means, if the damages exceed the security deposit.

### **Right of Admission is reserved:**

If DJ School UK Staff consider you drunk, under the influence of any substances or if your behaviour is otherwise erratic or unacceptable we reserve the right to refuse admission.

For more information, please see our website here: <https://djschooluk.org.uk/contact/> and contact us to discuss any queries or thoughts.

### **Website usage terms and conditions:**

Welcome to our website. If you continue to browse and use this website, you are agreeing to comply with and be bound by the following terms and conditions of use, which govern DJ School Leeds CIC's relationship with you in relation to this website. If you disagree with any part of these terms and conditions, please do not use our website.

The term 'DJ School Leeds CIC', 'DJ School UK', or 'us' or 'we' refers to the owner of the website whose registered office is 9 Wells Croft, Meanwood, Leeds, LS6 4LA. Our company registration number is 8516007 registered in England and Wales. The term 'you' refers to the user or viewer of our website.

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- ! From time to time, this website may also include links to other websites. These links are provided for your convenience to provide further information. They do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s).
- ! Your use of this website and any dispute arising out of such use of the website is subject to the laws of England, Northern Ireland, Scotland and Wales.



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## **1) All Bookings:**

### **1.1) Making a Booking:**

Our studio is in Leeds (<https://djschooluk.org.uk/studio/>). Please ensure you can travel to us before making any bookings.

All dates and times must be booked by agreement with DJ School UK. Your agreed session time cannot be extended or moved so please allow ample time to travel and/or park your vehicle. When you make a booking you should note the direct contact of the tutor who will be hosting you. If you need any information on the day you should contact that tutor directly. Please be aware - there may be a session before and after yours - if your call is not answered it is because your tutor is busy - if you don't leave a message they will ignore it. If you are late you will still need to leave at the end of your booked time to allow for the next booking to start promptly. On arrival please ring our doorbell so we can come and meet you. There are many doorbells as there are many businesses in the building, please take the time to find the right bell. Bookings are only considered confirmed once full payment has been received, and this payment must take place a minimum of 24 hours in advance of any booking. For online bookings using our automated systems please be aware there is a very small chance that a booking will be made in error that clashes with another booking. In these cases we will be in touch to reschedule or arrange a refund.

### **1.2) Behaviour:**

We run a "3 strikes and you're out" policy with regard to behaviour. Our full behaviour and complaints policy is available on request or for download on our website via this link: <https://djschooluk.org.uk/policies/>

The same "3 strikes and you're out" policy applies to:

- ! people who cause interruption, disruption or delays in other customers' sessions.
- ! parents who collect their children late.
- ! Online students in breach of their online agreements.

All our staff are CRB checked, hold Public Liability Insurance, only use equipment which is PAT tested and adhere to our Child Protection Policy which is available to view here: <https://djschooluk.org.uk/policies>.



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### **1.3) Transport, Drop-off and Pick-up:**

DJ School UK does not accept children without having a contact number for a responsible adult who will bring them to the studio and collect them at the end of their session.

Parents/carers should ensure their young person has gained entry to the studio before leaving. We cannot guarantee the safety of children if you drop them off outside the building and drive off or leave them in reception. Our studio is only one of several in the building and you must ensure that DJ School UK staff are aware of your child's arrival and have accepted responsibility for your child before you leave.

Similarly, parents and carers *must* be available to collect their young people at the end of sessions. If our staff cannot begin their next session because they are waiting for you to collect your child, DJ School UK reserves the right to charge you for the full cost of the missed session.

You can use the doorbell to gain entry so you can wait in our reception area or you can arrange with DJ School UK staff to have your child escorted to reception at an allotted time.

If someone other than the agreed parent/carer is collecting the child/young person, you must ensure that DJ School UK staff are aware of this. A password, or another agreed method of identification, must be arranged in advance with DJ School UK staff. The chosen method for identification must be arranged before the young person's session commences, either on arrival at the session or by telephone before noon on the day of the session. The <https://djschooluk.org.uk/contact/> page of the DJ School UK website has mobile phone numbers for key members of staff if you need to call us.

If you give permission for the young person/child under your care to make their own way to and from the sessions, and you accept all responsibility for anything that may occur while the young person/child is not within the boundary of the venue, please

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contact DJ School UK using the details here <https://djschooluk.org.uk/contact/> to inform us of this. No child will be allowed to leave the venue alone without such prior agreement.

#### **1.4) Medical conditions/Allergies:**

We may, at times and according to availability, supply soft drinks, juice, biscuits and fruit but it is your responsibility to send your young person with food and drink if they require it.

With this in mind please inform us of any medical conditions, allergies or personal considerations concerning the young person which we should know about.

If you feel it is necessary, please use <https://djschooluk.org.uk/contact/> to contact us with details of the young persons' General Practitioner.

#### **2) Private Sessions (all ages):**

##### **2.1) Fees:**

All booking fees must be paid at least 24 hours in advance of your booking time and date. We accept BACS, Paypal or cheque. Bookings are not confirmed until your payment has been verified. Future or follow-up bookings can be made in person, in cash, in advance. If you would like to bring a friend, family member or carer along, who doesn't want to DJ but will help you feel comfortable, you are more than welcome but this must be arranged in advance with DJ School UK. If you choose to use our paypal buy it now button on the website we will be in touch using the email provided to us by paypal. This will be the email you use to log into paypal. If you do not see an email from us please check your spam. If there is still no email within 48 hours please contact us at [info@djschooluk.org.uk](mailto:info@djschooluk.org.uk) or on 07949379442. If we cannot agree on a suitable time and date for your session we will issue a full refund at your request.

##### **2.2) Under-18s additional requirements:**

All under-18s will need a parent or carer to sign a consent form before they can participate.

##### **2.3) Under-14s additional requirements:**

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All under-14s must be accompanied by an adult, who is authorised to sign the consent form required for under-14 participation and who will remain present throughout.

DJ School UK provides Wi-Fi, tea and coffee for parents/carers, subject to availability.

We are DJs and tutors, although highly experienced in working with young people and trained in child protection we are not certified to act as youth workers or SEN workers. If your young person has SEN or access requirements please get in touch to discuss whether we can cater for their needs. Our contacts can be found here: <https://djschooluk.org.uk/contact>.

#### **2.4) Online student additional requirements:**

All online students must also be familiar with our online safety policy and have signed and returned an online safety agreement for both the parent/carer and for the young person if they are under 18. All the policies and templates for the agreements can be sent to you if you request or can be found and downloaded from our website using this link: <https://djschooluk.org.uk/policies/>

### **3) Club Sessions, Projects and After School Clubs:**

**3.1)** Adults are not permitted to wait within the studio with their young people during shared clubs. Our building has a warm waiting area and we respectfully ask all parents and carers wait there.

No food is allowed in the studio – if young people need to eat they must leave the session and eat in the reception or communal areas. We suggest all young people are fed before or after the club sessions.

Drinks are allowed in the studio only in screw top bottles. When the students want a drink they must move to the kitchen area to unscrew their bottles for a drink. This is for their own safety to avoid any risk of electric shock.

No one attending DJ School UK after school clubs should need to go through the doors into the old church or up any stairs – these areas should be considered as out of bounds to all.

All young people on projects or at clubs will be required to complete occasional additional feedback forms to enable DJ School UK to monitor their progress and our service. All data is kept under the GDPR laws (May 2018).



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### **3.2) Fees:**

All booking fees must be paid at least 24 hours in advance of your booking time and date. We accept BACS, Paypal or cheque. Bookings are not confirmed until your payment has been verified. Future or follow-up bookings can be made in person, in cash, in advance.

When purchasing credits for DJ Clubs please be aware that your credits will expire at the end of the academic year in which you bought them. This means if you buy 10 credits in September 2017 you must have used them all by the end of July 2018 as credits will no longer be valid during or after the summer holidays.

Our contacts can be found here: <https://djschooluk.org.uk/contact>.

## **4) Group or external organisation bookings:**

### **4.1) Fees:**

DJ School UK prefers payment in advance via BACS but also accepts official purchase orders for payment via invoice no later than 28 working days after the session date. Bookings are not confirmed until DJ School UK receives either a suitable purchase order or full payment.

We are DJs and tutors, although highly experienced in working with young people and trained in child protection we are not certified to act as youth workers or SEN workers. If your young person/people has SEN or access requirements you must ensure you supply specifically trained support staff for these needs.

Our studio can accommodate 16 YP working in pairs, or 10 individuals. If you are arranging a session at your own venue, DJ School UK are not able to bring as much equipment and thus the number of YP able to access the DJ decks will be lower. Please ensure you have read the full description of the service you are booking and/or have arranged a specific selection of services by prior agreement with us. In cases of a bespoke service, DJ School UK will draw up a service level agreement which must be

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signed by both a representative of your organisation and DJ School UK.

#### **4.2) Group or external organisation bookings in our studio.**

You must arrange parking and travel at your own cost and in your own time. You are expected to arrive at the DJ School UK studio at the agreed time to start the session promptly. Regardless of late arrivals, DJ School UK reserves the right to end your session at the pre-arranged time.

We can provide basic snacks and refreshments by prior arrangement. Alternatively, you are welcome to bring pack lunches. All food and drink must be consumed outside of the studio space or away from our electronic equipment. Food and drink may be consumed in the building communal areas by prior arrangement. DJ School UK do not plan to have breaks in our sessions so if you need time for a snack, please discuss this with us in advance.

#### **4.3) Group or external organisation bookings at a venue of your choice.**

##### **Our requirements:**

DJ School UK will arrive at your venue with heavy equipment to be loaded in at the beginning and out again at the end of the day and do not want your sessions to be affected or delayed by this.

To ensure that the day is a real success, DJ School UK staff will require a suitable parking space, preferably close to the venue, and a room in which to hold the session, which should be reasonably close to the parking space. Ideally, the route to the room will not involve stairs.

We will need a guide to help us find the room quickly.

In the room, DJ School UK will require sturdy tables on which to set up the equipment and a safe connection to mains power. If your event is outdoors, you will be required to provide a roofed area with safe maintained 240V power, (eg a marquee with generator). Unfortunately, a gazebo is not considered to be a suitable roof for electronic equipment in British weather.

If you book only one of our artists for your session, you will be required to provide additional support staff for the duration of the sessions. DJ School UK are not insured

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to be the sole adult responsible for a group of young people.

## **6) Cancellations/refunds:**

If you know you will be unable to attend your booked session, please contact DJ School UK as soon as possible, in advance of your session, to discuss the circumstances. If DJ School UK is unable to reschedule your booking, a partial refund may be offered. All such instances are considered on a case-by-case basis.

If you miss your session or cancel with less than 48 hours' notice, your credit for that session is non-refundable.

If you arrive late to your session, the session will still have to finish at the pre-arranged time so please familiarise yourself in advance with our location, nearby car parks and public transport links.

## **7) Consent:**

By signing a consent form, online agreement, service level agreement, contract or agreeing to a booking via electronic means (eg email) you are declaring that you have read the above and you have understood all the sections which apply to your particular booking. You further agree to respect our behaviour policy and to adhere to our requirements regarding fee payments and transport to and from sessions.

By signing a consent form, online agreement, service level agreement, contract or agreeing to a booking via electronic means (eg email) you are declaring that you understand that all activities and performances may be filmed, photographed and that audio can be recorded. You understand that these images, recordings and all digital and print media may be used by DJ School UK for promotional purposes in any manner which is fitting with our child protection policy. You also understand that recordings of any performances may be distributed to all participants of the school in the form of video and audio.

By signing a consent form, online agreement, service level agreement, contract or agreeing to a booking via electronic means (eg email) you are declaring that you give consent to DJ School UK to record sensitive personal information about you (or the child under your care) and to share this sensitive personal information with other youth agencies, for the purpose of monitoring engagement, reach and impact of our



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programmes.

By signing a consent form, online agreement, service level agreement, contract or agreeing to a booking via electronic means (eg email) you are declaring that you give permission for the young person/child under your care to attend DJ School UK and to partake in all the activities available.

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All queries should be addressed to DJ School UK and will be dealt with by the Managing Director, Mr Jim Reiss, or his appointed representatives.

Jim Reiss, Managing Director

9 Wells Croft, Meanwood, Leeds

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