

NATD

National Association of Teachers of Dancing



BUSINESS SUPPORT PACK

MAY 2025

General Information

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INTRODUCTION

The administrative requirements when running a business can be daunting. Because you have the expertise and skills to be a successful dance teacher does not guarantee that you have answers to many of the questions that arise, particularly if you are a sole trader without a mentor or guide to help.

Equally, in a changing environment, many experienced teachers can wonder where to find answers to issues in a fast and sometimes challenging working environment.

This compact overview is designed to direct you to someone or an organisation who may be able to support you with a range of issues that may arise. All of the information is on the NATD website but this can be a quick directory.

Legal Requirements for a sole trader are basically financial

Register with HMRC [Welcome to GOV.UK](https://www.gov.uk)

Choose a Business Name for invoices and sales

Keep financial records

File a tax return

Pay a tax bill

Good Practice for Dance Teachers

1) Insurance/Licences

a) Public Liability b) Personal Medical Insurance c) Personal Liability d) Music licence PRS/PPL.

2) Policies

The following are highly recommended for all dance schools, should be personalised to individual schools and easily/readily accessible by the public and all parents/students:

Complaints

Code of Conduct

Data Protection Policy

Health and Safety

Safeguarding

Privacy Notice

3) Safeguarding/Health and Safety

Attendance Register

This should be taken for every class on entry in case of emergency evacuation with emergency contacts which are checked annually

Studio Risk Assessment

This must be specific to the teaching space

Personalised Registration Form to include :

Terms and Conditions

Fee payments including late/non-payment

Expected behaviour -respect, mobile phone use , social media

Personal details-dates of birth, emergency contact, allergies/known health issues,

Disclosure and Barring Check

All active members should have a current DBS, renewable every 3 years. This is not a legal requirement but shows transparency to students and parent.

Safeguarding Training

All NATD members have a dance focused safeguarding training presentation free of charge with membership. A display certificate is available . Suggested renewal is every 3 years.
In addition, a validated Level 2 Course is available for all members via the website portal.

Further support for autism/neuro-diverse information can be found in the Useful Links on page 3.

4) Relationships with Parents/Students

Dealing with parents can be a challenging experience especially for a newly qualified teacher working as a sole trader. A few guidelines for any communications:

Always remain calm. You are the dance professional and this is your business.

Ensure that all your policies are up-to-date and clear, including regarding any abusive behaviour.

Always make notes of any difficult conversations immediately following an incident noting the date and any witnesses.

Do not contact any parent/student other than for dancing arrangements. Avoid personal, inappropriate relationships, be very wary of social media.

The NATD are here to support you, not just for examination sessions, we are experienced teachers with a wealth of knowledge. If you need to discuss a difficult situation, there will be someone to listen.

BUSINESS SUPPORT PACK GENERAL INFORMATION

Useful links

LEGAL

Register for Tax /National Insurance [Welcome to GOV.UK](#)

GOOD PRACTICE

NATD Policies [NATD Policies - NATD](#)

Continual Professional Development (CPD)- Kevin Page CEO and/or Annette Hufton QAM are available for discussion regarding individual career progression with any NATD member.

ceo@natd.org.uk

annettehufton@natd.org.uk

General Data Protection Regulations (GDPR)-From 2018, the information that can be kept relating to another individual is subject to restrictions. All businesses should display a GDPR notice and have a GDPR Policy Please refer

[NATD Policies - National Association of Teachers of Dancing \(NATD\)](#)

Disclosure and Barring Service (DBS) – this gives confidence to the public. Often available as part of chaperone training from local authorities. NATD work with “Due Diligence Checking Ltd” and can issue a display certificate for members info@natd.org.uk

[DBS and pre-employment checks - Due Diligence Checking Ltd \(ddc.uk.net\)](#)

Health and Safety- businesses should have a Health and Safety Policy covering such issues as Covid guidelines, the provision of an Accident Book, provision of a basic First Aid kit St. John’s Basic First Aid courses are widely available

<https://www.sja.org.uk/training/first aid>

Risk Assessment Template

[Level 3 & Level 4 Qualifications - National Association of Teachers of Dancing \(NATD\)](#)

Public Liability Insurance -available from many companies and independent insurance brokers. “The Guild of Professional Dance Teachers” is a sector trade union where the annual membership fee includes Public Liability Insurance at a very reasonable rate.

[How to Join - The Guild \(gptd.co.uk\)](#)

PRSPPL Music Licence –

[Get TheMusicLicence - PPL PRS -TheMusicLicence](#)

Safeguarding -all businesses require a Safeguarding Policy.

Templates available for Children and Adults at Risk [NATD Policies - NATD](#)

Members only Training Presentation

[Safeguarding Training - National Association of Teachers of Dancing \(NATD\)](#)

Level 2 Course (online shop)

[Safeguarding Training Archives - National Association of Teachers of Dancing \(NATD\)](#)

General Resources/Training/Key Topics

[NSPCC Resources](#) | [NSPCC Learning](#)

Safer Recruitment Guide

[Safer recruitment](#) | [NSPCC Learning](#)

Adult Safeguarding Specialist

[Ann Craft Trust: Safeguarding Adults](#)

Autism/Neuro-Diverse support

<https://autism.org.uk>

<https://www.dancemagazine.com/creating-neurodivergent-friendly-spaces/#gsc.tab=0>

<https://www.thebraincharity.org.uk/neurodivergence-adhd-dance/>

<https://adhduk.co.uk/about-adhd/>

<https://firststepsed.co.uk> eating disorders

[Body Image Support for Dancers - Dance Nutrition](#)

<https://www.youngminds.org.uk/young-person/mental-health-conditions/anxiety/>

Dance Safeguarding Specialist Organisations

Safeguarding Dance Safeguardingdance@outlook.com

Dance School Safeguarding Working Group [Safer Dance](#)

Difficult Conversations

[Conflict Management and Resolution Training Demo - Find Out More - The Conflict Training Company](#)

[SUPPLIERS](#) details listed at [Resources - NATD](#)

Accountancy

Davis, Burton Selleck

Dancewear/Music companies

DSI London

Harlequin

International Dance Shoes

International Dance Supplies

Ivor Baker awards

Maestro Direct

Motif8

Portogram

Theatre Music Shop

SECTOR ORGANISATIONS details listed at [Resources - NATD](#)

Members Healthcare [Health Assured | EAP, Workplace Health & Wellbeing Provider](#)

British Dance Council

GPTD

The Council for Dance, Drama and Musical Theatre (CDMT)

Sport and Recreation Alliance (S&RA)

TDCI

NATD MATTERS

NATD E-mail/phone [Contact Us - NATD](#)

CEO Mr Kevin Page CEO@natd.org.uk

Quality Assurance Manager/Designated safeguarding Lead annettehufton@natd.org.uk

Administration Manager trudi@natd.org.uk

All Examination procedures, documents, guidance

[Book an exam session - online form - NATD](#)

Examination Genres

[Dance Genres & Examinations - National Association of Teachers of Dancing \(NATD\)](#)

Branch Committees (for syllabus queries etc.)

[Branch Committees - National Association of Teachers of Dancing \(NATD\)](#)

Area Committees

[Local Area Committees - National Association of Teachers of Dancing \(NATD\)](#)

Syllabus Matters (Facebook page for members for each genre)

For example [Ballet - National Association of Teachers of Dancing \(NATD\)](#)