NATD

National Association of Teachers of Dancing

BUSINESS SUPPORT PACK

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General Information

National House
Turnfields
THATCHAM, Berkshire, RG19 4PT
Web: www.natd.org.uk
Tel: +44 (0)1635 868888 Email: info@natd.org.uk

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Welcome to the NATD

At the NATD, we pride ourselves on supporting our members every step of the way. Whether you are looking for guidance on running a successful dance school, developing your teaching business or progressing on your own dance journey, we are here to help. We understand that every member's journey is different, and our aim is to provide the support, guidance and resources you need to thrive.

Introduction

Running a dance school or working as a dance teacher involves much more than simply sharing your passion and expertise for dance. The administrative and business responsibilities that come with the role can sometimes feel daunting.

Having the knowledge, skills and experience to be a successful dance teacher does not necessarily mean you will have all the answers to the many questions that arise along the way. This can be particularly challenging if you are a sole trader, working independently without a mentor or colleague to turn to for advice and guidance.

Equally, even the most experienced teachers can find themselves facing new challenges in an ever-changing professional environment, wondering where to go for reliable information, advice or support.

The NATD recognises these challenges and wants to ensure that you never feel you have to navigate them alone.

This handy guide has been created as a quick reference directory to help point you in the right direction. It highlights the people, organisations and resources available to support you with the wide range of questions and situations you may encounter throughout your teaching career.

All of the information included can be found on the NATD website, but we hope this guide provides a convenient, easy-to-use resource that you can refer to whenever you need a little help or guidance.

Good Practice Guidelines for Dance Teachers

Setting Up Your Dance Business

If you are setting up as a self-employed dance teacher or running your own dance school, there are a few important steps to consider:

- **Register with HMRC** – Make sure you are registered with HMRC and understand your tax responsibilities.
- **Choose a Business Name** – Select a suitable name for your dance school to use on invoices, receipts and promotional materials.
- **Keep Financial Records** – Keep accurate records of your income, expenses and business transactions.
- **File a Tax Return** – Complete and submit your tax return when required.
- **Pay Your Tax Bill** – Make sure any tax owed is paid by the relevant deadlines.

Insurance and Music Licences

It is important that all dance teachers and dance schools have appropriate insurance and licences in place to protect themselves, their students and their business.

Recommended cover and licences include:

- **Public Liability Insurance** – To protect against claims involving injury or damage to property.
- **Personal Medical Insurance** – To provide support and cover in the event of illness or injury, depending on the policy.
- **Personal Liability Insurance** – To provide additional protection against personal liability claims, where appropriate.
- **Music Licence (PRS/PPL)** – Check that you have the appropriate music licences in place for playing recorded music during dance classes and performances.

Policies and Procedures

All dance schools are strongly encouraged to have clear policies and procedures in place. These should be personalised to reflect the individual school, its activities and the needs of its students.

Policies should be:

- Easily accessible to parents, students and members of the public.
- Clearly written and easy to understand.
- Regularly reviewed and updated.
- Shared with parents and students where appropriate.

The following policies are particularly recommended:

- **Complaints Policy** – Explains how concerns or complaints can be raised and how they will be handled fairly and professionally.
- **Code of Conduct** – Sets out the expected standards of behaviour for teachers, students, parents and staff.
- **Data Protection Policy** – Explains how personal information is collected, stored, used and protected.

Remember: Having the correct business arrangements, insurance, licences and policies in place helps create a safe, professional and welcoming environment for everyone involved in your dance school.

Safeguarding and Health & Safety

Creating a safe, welcoming and well-organised environment is essential for every dance school. Teachers should have clear procedures in place to protect the wellbeing of their students and ensure they are prepared for any emergency.

Attendance Registers

- An attendance register should be taken at the start of every class.
- Registers should be easily accessible in case of an emergency or studio evacuation.
- Emergency contact details should be kept alongside attendance records so parents or carers can be contacted if needed.
- Emergency contact information should be checked and updated annually.

Studio Risk Assessments
Every dance teacher should have a risk assessment that is specific to their teaching space.
This should be reviewed regularly and updated whenever there are changes to the studio, equipment, facilities or teaching activities.

Personalised Student Registration Forms
Every dance school should have its own registration form, tailored to its individual requirements. This should include:

- **Terms and Conditions** – Clearly outlining the expectations and responsibilities of both the school and its students.
- **Fees and Payments** – Details of class fees, payment arrangements and procedures for late or missed payments.
- **Expected Behaviour** – Guidelines covering respect, appropriate behaviour, mobile phone use and social media.
- **Personal Details** – Student's full name and date of birth.
- **Emergency Contacts** – Up-to-date contact details for parents, carers or emergency contacts.
- **Medical Information** – Details of any allergies, medical conditions or known health issues that teachers need to be aware of.

Safeguarding Training
Safeguarding training is an important part of being a responsible dance teacher and helps ensure that students are taught in a safe and supportive environment.

NATD members have access to a dance-specific safeguarding training presentation free of charge as part of their membership. A certificate is also available to display as evidence of completion.

A refresher every three years is recommended to help keep knowledge and understanding up to date.

In addition, a recognised Level 2 Safeguarding Course is available to all members through the NATD website portal.

For further guidance and support relating to autism and neurodiversity, please visit the **Useful Links** section under NATD Policies on the NATD website.

Disclosure and Barring Service (DBS) Checks
Having the appropriate DBS checks in place helps demonstrate a commitment to safeguarding and provides reassurance to students and their parents.

- All active members are encouraged to hold an up-to-date DBS check, with renewal recommended every three years.
- Although a DBS check is not automatically a legal requirement for every dance teacher, it is an important part of demonstrating good safeguarding practice. The correct level of check and eligibility will depend on the role and working arrangements.
- Volunteers aged 16 and over may require an Enhanced DBS check when working in certain settings, such as schools and colleges. It is recommended that all dance schools check the relevant requirements for their volunteers.

NATD Volunteer Membership

The NATD has introduced a new **Volunteer Membership option**, allowing volunteers to apply for a DBS check through the recommended provider.

Recommended DBS Provider:

Due Diligence Checking Ltd

- Telephone: 0116 260 3055 or 0845 644 3298
- Email: contact@ddc.uk.net
- New enquiries: newenquiries@ddc.uk.net

When contacting Due Diligence to apply for your DBS check, please ensure you have your NATD membership number ready, as you will need this for the application.

It is good practice to regularly check the official GOV.UK website for the latest guidance and any changes to DBS requirements and safeguarding regulations.

Remember: Safeguarding is an ongoing responsibility. Keeping records up to date, maintaining appropriate training and following good safeguarding procedures all help create a safe, positive and inclusive environment for everyone in your dance school.

Building Positive Relationships with Parents and Students

Building good relationships with parents and students is an important part of running a successful dance school. However, managing parent expectations and dealing with difficult situations can sometimes be challenging, particularly for newly qualified teachers or those running their own dance school.

Here are a few helpful guidelines to help maintain positive, professional relationships:

- Always remain calm and professional. Remember, you are the dance professional and you are running a business. Approach difficult conversations in a polite, confident and positive manner, even when situations become challenging.
- Have clear policies in place. Make sure all your school policies are up to date, easy to understand and accessible to parents and students. These should include clear guidelines on acceptable behaviour and how inappropriate or abusive behaviour will be dealt with.
- Keep a record of difficult situations. If you have a challenging conversation or experience an incident, make a note of it as soon as possible. Include the date, what happened, who was involved and whether there were any witnesses. Keep these notes factual and confidential.
- Maintain professional boundaries. Keep communication with parents and students focused on dance lessons, school activities and relevant arrangements. Avoid personal or inappropriate relationships and always be mindful of professional boundaries.

Social Media and Online Communication

- Think before you post. Be careful about what you share on social media, particularly when it relates to your dance school, students, parents or colleagues. Remember that online comments and posts can easily be shared or misunderstood.
- Be mindful of group chats. WhatsApp groups, social media groups and other online forums can be useful for sharing dance school information, but they should always be used appropriately and professionally.
- Respect confidentiality. Avoid discussing individual students, parents, complaints or difficult situations with other parents or in social media groups. Never share private information or details of an incident online.
- Keep communication appropriate. Ensure that any messages sent to parents or students are polite, professional and relevant to the dance school.

SUPPORT FROM THE NATD

You are not on your own! The NATD is here to support its members, not just when it comes to examination sessions, but also with the everyday challenges of running and teaching at a dance school.

We are a community of experienced teachers with a wealth of knowledge and experience. If you find yourself in a difficult situation or simply need someone to talk things through with, please don't hesitate to reach out.

Sometimes having someone to listen, offer advice or share their experience can make all the difference.

Remember: Maintaining professional relationships, setting clear boundaries and communicating respectfully will help create a happy, positive and supportive environment for both students and parents.

NATD INFORMATION

Keeping in Touch – We're Here to Help!

The NATD is here to support you throughout your teaching journey. Whether you need help with examinations, membership, policies, safeguarding or general enquiries, our team is on hand to help and point you in the right direction.

NATD Contact Details

General Enquiries
Email: info@natd.org.uk
Telephone: 01635 868888

Chief Executive Officer
Mr Kevin Page
Email: ceo@natd.org.uk
Quality Assurance Manager / Designated Safeguarding Lead (effective 1st January 2027)
Email: QAM-DSL@natd.org.uk

Administration Manager
Email: trudi@natd.org.uk

Examinations Department
For all examination procedures, paperwork, guidance and general examination enquiries:
Email: exams@natd.org.uk Phone: 01635 868888

Visit the NATD Website

Don't forget to visit the NATD website, where you will find a wealth of useful information, guidance and resources to support you and your dance school.

You can find information on:

- Examination session dates, procedures and guidance.
- NATD policies and procedures.
- Membership information and support.
- NATD events, news and announcements.
- Training courses and professional development opportunities.
- Examination syllabuses.
- Teaching resources and useful links.

Keep an eye out for events and competitions in your area! Whether they are taking place locally or a little further afield, they are a great opportunity to get involved, meet other teachers, support fellow members and enjoy being part of the NATD community.

SECTOR ORGANISATIONS & PROFESSIONAL NETWORKS

Being part of professional organisations and networks is a great way to stay connected with the wider dance industry. They can provide valuable advice, support, training opportunities and updates on developments within the profession.

The NATD website also includes links to a number of useful organisations that may be of interest to dance teachers and dance school owners.

For further information, visit the **Resources** section of the NATD website.

Useful Organisations

- **Members Healthcare – Health Assured – Free to all Members**
  Employee Assistance Programme, providing support with personal wellbeing, health and workplace-related matters.
- **British Dance Council (BDC)**
  Supporting and representing the dance sector.
- **Guild of Professional Dance Teachers (GPTD)**
  Providing professional support and services for dance teachers.
- **Sport and Recreation Alliance (S&RA)**
  Supporting organisations and professionals across the sport and recreation sector.
- **TDCI**
  Another professional organisation within the wider dance sector.

Remember –You are not on Your Own!

The NATD is more than just an examination organisation. It is a professional community of teachers who share knowledge, experience and a passion for dance.

Whether you are just starting out or have many years of teaching experience, we encourage you to make the most of your membership, explore the resources available and get involved in NATD activities.

Stay connected, keep learning and make the most of being part of the NATD!