

BRITISH ACCREDITATION COUNCIL INSPECTION REPORT

Short Course Provider (SCP) Candidacy / Stage 2 Inspection

PROVIDER: Danceworks

ADDRESS: 16 Balderton Street
Mayfair
London
W1K 6TN

HEAD OF PROVIDER: Mr Sven Cassian Gray

DATE OF INSPECTION: 19 February 2018

ACCREDITATION STATUS AT INSPECTION: Unaccredited

DECISION ON ACCREDITATION:

- Accreditation awarded for 6 months.
- Award of accreditation deferred.
- Award of accreditation refused.

Date: 22 March 2018

1. Background to the provider

Danceworks (the Provider) is a privately-owned internationally recognised centre for dance and movement, which has been in operation since 1982. Danceworks is the trading name of a private limited company called Mont Meru Limited.

The owner of the organisation is closely involved with the day-to-day running of the Provider. The owner is supported by a General Manager, Finance Manager and the Business Advisor. As Danceworks is a private limited company there is no governing body or trustees.

The philosophy of Danceworks is to offer affordable dance to people of all ages, ability levels and background.

Danceworks is open seven days a week and offers 120 drop-in classes in a range of movement and dance art forms. It has a teaching faculty of 60 self-employed professional teachers. A significant number of its teachers have international reputations and attract a large following of students.

The Provider also offers a range of membership options for individuals attending its drop-in classes and this allows them to attend classes at a reduced rate.

Danceworks is a member of Le Conseil International de Danse (CID) UNESCO, Paris which is a professional organisation for all forms of dance in 170 countries.

It also has an International Ballet Academy for young dancers and a Youth Ballet Company. Danceworks also offers complimentary therapies, such as osteopathy, massage and so on, through Natureworks, its therapy centre.

Danceworks premises contain seven professionally equipped dance studios, changing rooms and a members lounge.

2. Brief description of the current provision

Danceworks is planning to create a new department, which is the International Student Dancers Programme (ISDP). This department will offer a bespoke, individually customised programme of studies to individuals or groups of dancers aged 18 and over from around the world, who would like to be taught and mentored by the teachers at Danceworks.

Participants will be able to select classes in Ballet, Street/Commercial dance, Contemporary/Jazz dance, Pilates/Barre, Singing/Musical Theatre, Tap, World dance, Fitness or Martial Arts. BAC accreditation will only cover this provision.

Danceworks anticipates that the ISDP will promote excellence and passion in dance teaching, offering participants the opportunity to work with dance professionals to aid their dance careers, express themselves and build their confidence and their curriculum vitae.

For the ISDP, participants will be allocated mentors who will work with them and the Programme Administrator to produce a bespoke schedule of classes selected from the Danceworks' timetable. The selection of a minimum of ten appropriate classes per week will be determined by the level and ability of the participant.

The mentor and participant will work in collaboration with the Programme Administrator to produce a work schedule and a list of expected outcomes for each participant, all of which will be approved by all parties in advance of their arrival at Danceworks. It is anticipated that tuition will be offered through one-to-one individual meetings, peer sessions, online video reviews, research and self-study. Participants will study for 15 hours per week.

In addition, the ISDP will also offer Continuing Professional Development (CPD) workshops for teachers and practitioners. At the time of the inspection the ISDP was under development and no classes were being held.

3. Inspection process

This one day inspection was completed by one inspector. Meetings were held with the General Manager and the Reception Manager. An inspection of the premises was completed and a range of documentation was reviewed.

PART B - JUDGEMENT AND EVIDENCE

The following judgements and comments are based upon evidence seen by the inspector(s) during the inspection and from documentation provided by the provider.

INSPECTION AREA - MANAGEMENT, STAFFING AND ADMINISTRATION

1. The provider is effectively managed

- | | | | |
|-----|---|--------------------------------------|--------------------------|
| 1.1 | The management structure is clearly defined, documented and understood, including the role and extent of authority of any owners, trustees or governing body. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 1.2 | The head of the provider and other senior managers are suitably qualified and experienced, understand their specific responsibilities and are effective in carrying them out. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |
| 1.3 | There are clear channels of communication between the management and staff and those working at the delivery venue/s. | <input checked="" type="radio"/> Yes | <input type="radio"/> No |

This standard is judged to be: Met Partially Met Not Met

Comments

A clear organisational chart shows the roles and extent of authority of the management team. The owner of the organisation is very involved in the running of the business and makes all the major decisions. There is no governing body or trustees.

The owner meets with the General Manager, the Finance Manager, the Business Advisor and relevant consultants every six to eight weeks. The meetings are recorded. Action points are developed at each meeting and are actioned appropriately by the General Manager.

An end of day log is completed twice a day. This is circulated through a shared e-mail to all management and administration staff. The end of day log contains information about complaints, accidents, problems with the staff or studios. The logs also contain action points for members of staff, which are confirmed as actioned by the relevant member of staff through the shared e-mail. Maintenance and cleaning staff maintain their own log books. The logs are archived by the Studio Manager.

Weekly management meetings also take place. An agenda is created with standardised areas of discussion, which are also reflected on the end of day logs. Action points are decided, allocated and reviewed, and the end of day logs are also reviewed. The minutes are circulated to each of the attendees. Action points that have not been addressed will be highlighted at subsequent meetings until they are addressed. Communication between the staff at Danceworks is, therefore appropriate and comprehensive.

2. The administration of the provider is effective

- | | | |
|-----|---|---|
| 2.1 | Administrators are suitably qualified or experienced and understand their specific responsibilities and duties. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 2.2 | The size of the administrative team is sufficient to ensure the effective day-to-day running of the provider. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 2.3 | The administrative support available to the management is clearly defined, documented and understood. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 2.4 | Policies, procedures and systems are well documented and effectively disseminated across the provider. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 2.5 | Data collection and collation systems are effective. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 2.6 | Administrative offices are adequate in size and resources for the effective administration of the provider. | <input checked="" type="radio"/> Yes <input type="radio"/> No |

This standard is judged to be: Met Partially Met Not Met

Comments

There is a large suitably experienced administration team consisting of five on-site Duty Managers, two of whom are on duty at all times. There are also ten receptionists. All of the Duty Managers and receptionists complete administrative duties including monitoring attendance, recording membership and data entry.

Policies, procedures and systems are well documented and effectively disseminated across the Provider. Danceworks uses a programme, which is used by leisure centres in the UK, to record membership details. However, it is anticipated that a new programme, more suited to recording information about its participants on the ISDP, will be in operation at the start of the ISDP so that information can be effectively disseminated to its teachers and staff.

The administrative offices are on the first floor of the building and consist of two offices, the General Manager's office and a larger shared office seating three staff. The administrative offices are adequate in size and resources for the size of the organisation. All administrative offices are accessible to the members and individuals attending classes at Danceworks.

3. The provider employs appropriate managerial and administrative staff

- | | | |
|-----|--|---|
| 3.1 | There are appropriate policies and effective procedures for the recruitment and continuing employment of suitably qualified and experienced staff. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 3.2 | Experience and qualifications claimed are verified before employment. | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 3.3 | There is an effective system for regularly reviewing the performance of staff. | <input checked="" type="radio"/> Yes <input type="radio"/> No |

This standard is judged to be: Met Partially Met Not Met

Comments

Danceworks has appropriate policies and effective procedures for recruiting suitably qualified and experienced staff. The General Manager verifies an applicant's experience and qualifications before employment.

Appropriate staff appraisals are completed at regular intervals and strengths and areas for development are clearly identified and documented.

4. **Publicity material, both printed and electronic, gives a comprehensive, up-to-date and accurate description of the provider and its programmes**

- 4.1 Text and images provide an accurate depiction of the provider's location, premises, facilities and the range and nature of resources and services offered. Yes No
- 4.2 Information on the courses available is comprehensive, accurate and up to date. Yes No

This standard is judged to be: Met Partially Met Not Met

Comments

Information about Danceworks is available in both printed and electronic form. It is comprehensive and gives an accurate description of the Provider, its premises and location and the classes which are offered.

Information on the ISDP is not currently available as the programme is still under development.

5. **The provider takes reasonable care to recruit and enrol suitable participants for its courses**

- 5.1 Entry requirements for each course, including those relating to language ability, are set at an appropriate level and clearly stated in the course descriptions seen by prospective participants. Yes No NA
- 5.2 A formal application process ensures that participants meet the entry requirements and any claimed qualifications are verified. Yes No NA
- 5.3 The provider replies to all application enquiries promptly and appropriately and briefs all stakeholders properly on the nature and requirements of its programmes. Yes No NA
- 5.4 Any overseas recruitment agents are properly selected, briefed, monitored and evaluated. Yes No NA

This standard is judged to be: Met Partially Met Not Met

Comments

The detail of the ISDP programme of studies at Danceworks is presently under development. The organisation anticipates offering the ISDP to experienced dancers who wish to study with internationally recognised trainers at Danceworks. The organisation will interview all applicants for the programme and verify their qualifications and experience prior to enrolment.

6. **There is an appropriate policy on participant attendance and effective procedures and systems to enforce it**

- 6.1 There is a clear and published policy on participant attendance and punctuality. Yes No

This standard is judged to be: Met Partially Met Not Met

Comments

Attendance will be appropriately monitored by the administration staff.

6.1 There is no clear and published policy on participant attendance and punctuality.

INSPECTION AREA - PARTICIPANT WELFARE

20. Where residential accommodation is offered, it is fit for purpose, well maintained and appropriately supervised

- 20.1 Any residential accommodation is clean, safe and of a standard which is adequate to the needs of participants. Yes No
- 20.2 Any residential accommodation is open to inspection by the appropriate authorities, including Ofsted where participants under 18 are accommodated. Yes No NA
- 20.3 Clear rules and fire, health and safety procedures are in place, with appropriate precautions taken for security of participants and their property. Yes No
- 20.4 A level of supervision is provided appropriate to the needs of participants. Yes No
- 20.5 Separate accommodation blocks are provided for participants under 18. Yes No NA

This standard is judged to be: Met Partially Met Not Met NA

Comments

21. Where home-stay accommodation is organised, the welfare of participants is ensured and the provider's relationship with hosts is properly managed

- 21.1 Due care is taken in selecting home-stay accommodation which both provides a safe and comfortable living environment for participants and is appropriately located for travel to the provider and back. Yes No
- 21.2 Any home-stay accommodation is inspected before participants are placed and is subject to regular re-inspection by a responsible representative or agent of the provider. Yes No
- 21.3 The provider has appropriate contracts in place with any hosts, clearly setting out the rules, terms and conditions of the provision. Yes No
- 21.4 Appropriate advice and support is given to both hosts and participants before and during the placement. Yes No
- 21.5 Clear monitoring procedures are in place with opportunities for participant feedback and prompt action taken in the event of problems. Yes No

This standard is judged to be: Met Partially Met Not Met NA

Comments

22. **The provider provides an appropriate social programme for participants and information on leisure activities in the area**

- 22.1 Participants are provided with appropriate information on opportunities for participation at events and other leisure activities which may be of interest. Yes No
- 22.2 The social programme is responsive to the needs and wishes of participants. Yes No NA
- 22.3 Any activities within the social programme have been chosen with consideration for their affordability by the majority of participants. Yes No NA
- 22.4 Any activities organised by the provider are supervised by a responsible representative with suitable qualifications and experience. Yes No NA

This standard is judged to be: Met Partially Met Not Met NA

Comments

There is no formal social programme. Individuals attending the dance classes at Danceworks are provided with useful and appropriate information about opportunities for participation at dance related events. Participants on the ISDP will also be provided with this information.

INSPECTION AREA - PREMISES AND FACILITIES

23. **The provider has secure possession of and access to its premises**

- 23.1 The provider has secure tenure on its premises. Yes No NA
- 23.2 Where required, the provider has access to suitable external premises for training purposes of a temporary or occasional nature. Yes No NA

This standard is judged to be: Met Partially Met Not Met NA

Comments

The Danceworks premises are leased from Grosvenor West End Properties with permission for use as an education provider. The lease is due for renewal in 2026.

24. **The premises provide a safe, secure and clean environment for participants and staff**

- 24.1 Access to the premises is appropriately restricted and secured. Yes No
- 24.2 The premises are maintained in an adequate state of repair, decoration and cleanliness. Yes No
- 24.3 There are specific safety rules in areas of particular hazard (e.g. science laboratories), made readily available to participants, staff and visitors. Yes No NA
- 24.4 General guidance on health and safety is made available to participants, staff and visitors. Yes No
- 24.5 There is adequate signage inside and outside of the premises and notice boards for the display of general information. Yes No
- 24.6 There is adequate circulation space for the number of participants and staff accommodated, and a suitable area in which to receive visitors. Yes No
- 24.7 There are toilet facilities of an appropriate number and level of cleanliness. Yes No
- 24.8 There is adequate heating and ventilation in all rooms. Yes No

This standard is judged to be: Met Partially Met Not Met

Comments

The access to the premises is through the main entrance, which is monitored by reception staff. Individuals attending Danceworks are logged in electronically, providing a record for use in fire evacuations.

The premises are fit-for-purpose and in a suitable state of repair, with an ongoing programme of maintenance and refurbishment. Studios are monitored after each class and the premises are professionally cleaned at regular intervals to ensure appropriate levels of hygiene.

General guidance on health and safety is covered verbally during the staff induction and health and safety training is also carried out although this training is not recorded. As a result, the staff are well aware of health and safety requirements. However, there is no written guidance on health and safety provided to staff, for example in the staff handbook for them to refer to subsequently.

24.4 There is no formal written guidance on health and safety provided to participants and visitors.

There are sufficient, well positioned noticeboards. These display good information about the classes and teachers at Danceworks.

25. **Training rooms and other learning areas are appropriate for the courses offered**

- 25.1 Training rooms and other learning areas provide adequate accommodation in size and number for the classes allocated to them. Yes No
- 25.2 Training rooms and any specialised learning areas (e.g. laboratories, workshops, studios) are equipped to a level which allows for the effective delivery of each course. Yes No
- 25.3 There are facilities suitable for conducting the assessments required on each course. Yes No NA

This standard is judged to be: Met Partially Met Not Met

Comments

Danceworks provides seven professionally equipped studios in a range of sizes to accommodate different dance disciplines and delivery methods. All studios have at least one wall with floor to ceiling mirrors, ballet barres and a professional sound system.

The number of participants in each class is controlled in line with the studio size. There are also eight smaller rooms available for therapy sessions or tutorials. Participants have access to suitable changing, shower and warm-up facilities. The training rooms are well ventilated, bright and spacious.

As a result, the premises provide a good learning environment for the participants.

26. **There are appropriate additional facilities for participants and staff**

- 26.1 Participants have access to sufficient space and suitable facilities for private study, including library and IT resources. Yes No NA
- 26.2 Trainers have access to sufficient personal space for preparing lessons, marking work and relaxation. Yes No NA
- 26.3 Participants and staff have access to space and facilities suitable for relaxation and the consumption of food and drink where appropriate. Yes No NA
- 26.4 Participants and staff have access to storage for personal possessions where appropriate. Yes No NA
- 26.5 There are individual offices or rooms in which trainers and senior management can hold private meetings and a room of sufficient size to hold staff meetings. Yes No

This standard is judged to be: Met Partially Met Not Met

Comments

The classes do not require individuals to undertake private study. Trainers do not prepare classes on site and there is no written work to be marked.

WiFi access is available throughout the building for the use of staff and individuals attending the classes.

The centre has a small snack and coffee shop and there convenient access to a wide range of outlets for purchasing food and drink and for relaxation in the surrounding area. There is a small members' area in the basement of the building where individuals attending the classes can relax and consume food and drink.

Individuals attending the Danceworks classes take their personal possessions into the studios during classes.

COMPLIANCE WITH STATUTORY REQUIREMENTS

Declaration of compliance has been signed and dated. Yes No

PART C - SUMMARY OF STRENGTHS AND ACTION POINTS

Numbering of action points aligns with that of the minimum standards

MANAGEMENT, STAFFING AND ADMINISTRATION

Provider's strengths

The management of Danceworks is well established and very experienced in the provision of professional dance classes.

Communication between all members of staff is effective and immediate. Staff meetings are held on a regular basis. Points arising from these meetings are quickly disseminated to members of the administration and management staff.

Logs are completed twice a day and circulated to all members of staff. These are comprehensive documents which contain relevant information about all issues which arise in Danceworks. Action points are addressed quickly and are recorded.

Actions required	Priority H/M/L
6.1 A clear policy on participant attendance and punctuality must be published and effectively communicated to participants.	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low

PARTICIPANT WELFARE

Provider's strengths

Danceworks offers a good range of classes to suit the individual needs of its participants.

The ISDP will include bespoke courses, which will be planned by the participant, their mentor and the Programme Administrator.

Actions required	Priority H/M/L
None	<input type="radio"/> High <input type="radio"/> Medium <input type="radio"/> Low

PREMISES AND FACILITIES

Provider's strengths

The Provider's premises provide flexible, suitably equipped and well maintained accommodation to meet the needs of both trainers and participants.

There is an effectively implemented policy of continuous refurbishment of the premises.

Actions required	Priority H/M/L
24.4 General guidance on health and safety must be provided to participants and visitors.	<input type="radio"/> High <input checked="" type="radio"/> Medium <input type="radio"/> Low

RECOMMENDED AREAS FOR IMPROVEMENT (to be reviewed at the next inspection)

It is recommended that the proposed new programme, which is better suited to recording information about the participants on the ISDP, is fully implemented so that information can be effectively disseminated to its teachers and staff.

Danceworks is recommended to provide written guidance on health and safety to staff, for example in the staff handbook.

It is recommended that a record should be kept of when staff complete the health and safety training.

COMPLIANCE WITH STATUTORY REQUIREMENTS

Fire evacuation drills are not currently completed at sufficiently regular intervals and the results recorded.

Staff also undergo first-aid training. However, there is no system for ensuring that the training is regularly up-dated.

Accident report forms are not always completed in full to show information about the member of staff completing the report form. The information about the incident is not always sufficiently detailed.