

## Hands On Policy

**Scope:** The following programme leading to an award of City, University of London: BA (Hons) Professional Dance and Musical Theatre

This Policy will apply to relevant partnership provision unless specific alternative arrangements have been agreed between City and the partner institution and included in the Memorandum of Agreement for the partnership and student handbooks.

**To be read in conjunction with:**

[Programme Handbook](#)

[Terms & Conditions for Study at City](#)

Safeguarding at City Policy

Professional Personal Relationships Policy

[Student Harassment and Bullying Policy](#)

[Student Sexual Misconduct Policy](#)

**Date approved/re-approved:**

October 2022

# Hands On Policy

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## Equality and Diversity statement

1. City, University of London is committed to promoting equality, diversity and inclusion in all its activities, processes, and culture for our whole community, including staff, students and visitors.
2. The university will meet its obligations under the Equality Act 2010 in its policies and seek to eliminate discrimination on the basis of age, caring responsibilities, disability, gender identity, gender reassignment, marital status, nationality, pregnancy, race and ethnic origin, religion and belief, sex, sexual orientation and socio-economic background.

## Purpose

3. This Policy is for the benefit of students and teaching staff for use in all teaching situations to enhance learning. It is intended to provide a clear code of practice in relation to touching. The use of touch is an inherent part of dance, singing and acting training.
4. This Policy operates in conjunction with the Safeguarding at City Policy and the [Professional Personal Relationships Policy](#) (applicable to all staff and students).
5. The intention behind all touching will be professional and unambiguous. Inappropriate touching may result in disciplinary action in accordance with City's Disciplinary Procedure for staff.

## Why touch is helpful

6. The use of touch helps students to understand muscular control and the physical sensation they are undertaking. In a public area such as a dance, singing and acting class it is generally non-threatening and can be more useful than verbal instructions.

7. To demonstrate correct skeletal alignment or the use of specific muscle groups, a simple demonstration can be the most effective way to show students how to make adjustments.

### **When touch will be used**

8. In a teaching setting involving a group of students, staff will, where necessary, use one or two hands to correct and guide students. In the case of private singing lessons, staff will ask permission from the student before touching.

### **When touch is not helpful**

9. Touching, for whatever reason, may be thought to be unhelpful when the student considers the touch inappropriate to the enhancement of learning. A student may ask not to be touched at any time and are free to sign the declaration form.

### **How to object to touch**

10. As a student, you have the right to object at any time to being touched by any member of staff. You may sign a declaration form, which will be adhered to by all teaching staff. Staff will be informed of this; but please remind a member of staff should they attempt to physically correct you.
11. If you are offended by the touch of a staff member you should report this incident to your Designated Safeguarding Officer or a member of staff that you feel comfortable speaking to. There is also an option to report through [You report. We support.](#) If necessary, the matter may be escalated to the Designated Safeguarding Lead for further action.

<b>Policy Title</b>	
Hands On Policy	
<b>Policy Enabling Owner and Department</b>	<b>Responsible for Implementation and Department</b>
Louise Jennings, Student Experience Directorate	S&AS
<b>Approving Body</b>	<b>Date of Approval</b>
Senate	October 2022
<b>Last Reviewed &amp; Version</b>	<b>Review Due Date</b>
October 2022 v1	2025
<b>Publication of Policy</b> ( <i>tick as appropriate</i> )	
For public access online (internet)? <input checked="" type="checkbox"/>	For staff access only (intranet)? <input checked="" type="checkbox"/>
<b>Website Link:</b> <a href="https://www.city.ac.uk/about/governance/policies/student-policies-and-regulations">https://www.city.ac.uk/about/governance/policies/student-policies-and-regulations</a>	<b>Intranet Link:</b> <a href="https://staffhub.city.ac.uk/academic-services/policies-and-guidance/quality-manual/student-support">https://staffhub.city.ac.uk/academic-services/policies-and-guidance/quality-manual/student-support</a>
<b>Storage of Policy</b> ( <i>Previous versions of the policy must be stored in the drive by the author</i> )	
Drive Address: <a href="#">Z:\QUAD\Quality Manual\5. Student Support</a>	
<b>Queries about this policy should be referred to</b>	
Emily Thornton <a href="mailto:Emily.thornton.2@city.ac.uk">Emily.thornton.2@city.ac.uk</a>	