



# Safeguarding and Child Protection Policy

*(Including managing allegations of abuse against a member of staff)*

## Policy Statement

Dance Projection is committed to safeguarding and promoting the welfare of all children and young people who attend our school. We fully recognise our responsibilities and believe that:

- The welfare of the child is paramount.
- All children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation, or identity, have the right to equal protection from all types of harm or abuse.
- Working in partnership with children, young people, their families, and other agencies is essential in promoting children's welfare.

We are committed to creating and maintaining a safe, positive, and nurturing environment where children can learn, develop, and flourish through dance.

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## Principles

Our safeguarding and child protection practice is built upon the following principles:

- The rights, wishes, and feelings of children and their families will be respected and listened to.
  - Staff and volunteers will act in the best interests of children and young people at all times.
  - Equal opportunities will be upheld, and all differences between individuals will be treated with respect.
  - Safeguarding is everyone's responsibility, each member of staff and volunteer has a duty of care.
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## Aims

There are five main elements to our safeguarding practice:

1. **Safe Recruitment** – ensuring robust checks of staff and volunteers to confirm suitability to work with children.
  2. **Awareness and Training** – raising awareness of safeguarding issues and equipping children with the skills needed to keep themselves safe.
  3. **Clear Procedures** – identifying and reporting cases, or suspected cases, of abuse or neglect.
  4. **Support** – providing appropriate help for children who have been harmed or are at risk of harm, in line with safeguarding plans.
  5. **Safe Environment** – maintaining a secure, respectful environment where children can learn and develop safely.
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## Roles and Responsibilities

- The Designated Safeguarding Leads (DSLs) for Dance Projection are:
    - **Heidi Speakman**
    - **Gemma Hall**
    - **Natalie Potter**
  - All staff, volunteers, and temporary workers must be aware of safeguarding policies and procedures, and understand their responsibilities to report concerns.
  - Volunteers do not work unsupervised.
  - Recruitment follows safer recruitment guidance, including DBS enhanced checks.
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## Recognising Abuse or Neglect

Abuse can take many forms:

- **Physical abuse** – hitting, shaking, poisoning, burning, scalding, etc.
- **Emotional abuse** – persistent ill treatment affecting emotional development.
- **Sexual abuse** – forcing or enticing a child into sexual activities, contact or non-contact.
- **Neglect** – persistent failure to meet a child's basic physical or psychological needs.

All staff must remain alert to signs of harm and take action where concerns arise.

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## Responding to Concerns

If a child is in **immediate danger**, call **999** for police or ambulance services.

When concerns arise:

- Listen carefully to the child without leading or questioning.
- Record the details using the child's own words where possible, including time, date, and setting.
- Reassure the child they have done the right thing by speaking up.
- Report concerns immediately to the DSL.
- Do not promise confidentiality explain you must pass information on to keep them safe.

Concerns will be referred to **Children's Services ( 0345 603 7627)** or the Police, as appropriate.

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## Allegations Against Staff

- Any complaint about the behaviour of staff or volunteers must be reported to the DSL and the Local Authority Designated Officer (LADO: 03330 139797, email [lado@essex.gov.uk](mailto:lado@essex.gov.uk)) immediately.
  - We will follow Local Safeguarding Children Board (LSCB) guidance.
  - If a member of staff or volunteer is dismissed (or resigns in circumstances that would otherwise have led to dismissal) due to a safeguarding concern, the Disclosure and Barring Service (DBS) will be informed.
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## Confidentiality

- Safeguarding records are stored securely and shared only on a "need-to-know" basis.
  - Confidentiality is secondary to a child's need for protection.
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## Support to Families

We aim to build positive, supportive relationships with families while prioritising children's welfare. Parents will be made aware of our safeguarding responsibilities, except in cases where informing them would place a child or others at risk.

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## **Training**

- All staff and volunteers receive safeguarding training.
  - The DSLs will access regular training to ensure practice is up to date with legislation and guidance.
  - Policies are reviewed annually to remain current with law and best practice.
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## **Support to Families**

We aim to build positive, supportive relationships with families while always prioritising children's welfare. Parents will be made aware of our safeguarding responsibilities, except in cases where doing so may place a child or others at risk.

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## **Operational Procedures Supporting Safeguarding**

### **Drop Off / Pick Up Procedures**

Staff are responsible for collecting children from the door at the start of each session. At home time, staff escort children back to the door and only allow them to leave once they have visually confirmed that the parent or authorised adult is present. This ensures all students are safely transferred to and from classes.

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### **Social Media Policy**

To protect both students and staff, no member of staff may have students under the age of 16 follow them on personal social media accounts. All staff social media accounts must be set to private. Professional boundaries must be maintained at all times.

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### **Phone and Media Policy**

The taking of photos or videos is only permitted where parental consent has been given on the enrolment form.

- Students may use their own phones with permission.
- Staff must only use the business phone to take footage of students for Dance Projection purposes.
- Personal staff phones must not be used for taking or storing any student images or videos.

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## Communication with Parents

Staff should maintain professional and appropriate communication with parents at all times. Any important or sensitive information should be shared through the appropriate school channels, not through personal communication methods.

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## Unsupervised Adults

No unchecked adults are permitted on the premises. Parents are not allowed in the waiting room unless supervised by a teacher. This ensures the safety and security of all students within the building.

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## Training

- All staff and volunteers receive regular safeguarding training.
- DSLs access enhanced training to keep practice aligned with the latest legislation and guidance.
- Policies are reviewed annually to ensure they remain current and compliant with legal requirements.

## Legal Framework

This policy is underpinned by the following legislation:

- **Children Act 1989 & 2004 (Every Child Matters)**
  - **Protection of Children Act 1999**
  - **Safeguarding Vulnerable Groups Act 2006**
  - **Sexual Offences Act 2003**
  - **Working Together to Safeguard Children (Statutory Guidance)**
  - **Data Protection Act 2018 (GDPR)**
  - **Human Rights Act 1998**
  - **Equality Act 2010**
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## Policy Review

- Adopted: **08/05/2025**
- Next Review: **08/05/2026**
- Signed on behalf of Dance Projection:  
**Heidi Speakman, Co-Owner**