



Southborough School of Dance

Safeguarding policy

Southborough School of Dance ("SSD" and "we") is committed to building a 'culture of safety' in which the children in its care are protected from abuse and harm regardless of age, disability, gender, race, sexual orientation, identity or religious belief.

The designated Child Protection Officer (CPO) is Tamara Moubayed. The CPO coordinates child protection issues and liaises with external agencies (e.g. Social Care, the LSCB).

Positive safeguarding behaviour

SSD safeguards the children and young people in their care by:

- Listening to them and respecting them at all times
- Providing a safe teaching and learning environment
- Making sure that a school representative is present at all times
- Promoting safeguarding awareness and practices among staff/chaperones/volunteers
- Informing parents/carers of their responsibility to escort children safely out of the premises once they leave the Studio, as per the school rules highlighted on the website

In addition, SSD strengthens its safeguarding obligations by adopting the following behaviour:

- Making all aspects of dance learning fair, fun and enjoyable
- Treating all children, young people and adults with respect, fairness and dignity at all times
- Building and nurturing age-appropriate relationships with the pupils, based on mutual trust and respect, with always the children's best interest, wellbeing, balanced and happy growth in mind
- Providing manual/physical teaching contact as a teaching aid only when required, in an open and safe manner for both the child and the teacher, as explained in the school rules highlighted on the website

Promoting awareness among staff/chaperones/volunteers

The school principal makes sure that all staff/chaperones/volunteers are made aware of the school's safeguarding policy. In addition, SSD promotes awareness of child abuse issues through its staff training. In particular it ensures that:

- Its designated CPO has relevant experience and receives appropriate training
- Safe recruitment practices are followed for all new staff/licensed chaperones
- All staff have a copy of this safeguarding policy, understand its contents, adhere to its principles and are vigilant to signs of abuse or neglect
- Staff are familiar with the Safeguarding File which is held by the school principal. A copy is also kept by the school PTA administrator

Use of mobile phones and cameras

Photographs of children will only be taken with their parents' permission, according to the SSD's consent policy.

SSD considers videos a legitimate coaching aid and as such, they may be used occasionally as part of the coaching program. All involved parties take particular care in the storage of such videos.

If abuse is suspected or disclosed

SSD will respond promptly and appropriately to all incidents or concerns of abuse that may occur.

When a child makes a disclosure to a member of staff/chaperone, the disclosure will be taken seriously and the child will be reassured and listened to.

All information about the suspected abuse or disclosure will be recorded on the **Logging a concern form** as soon as possible after the event. The CPO will decide whether they need to contact Social Care or make a referral.

Allegations against staff/chaperone

If anyone makes an allegation of child abuse against a member of staff/chaperone, the allegation will be recorded on an **Incident record form** and any witnesses to the incident should sign and date the entry to confirm it. The allegation is reported to the Local Authority Designated Officer (LADO), who will advise if other agencies (e.g. police) should be informed, and SSD will act upon their advice.

Roles and responsibilities

The school principal will ensure that the safeguarding policy is reviewed annually or sooner in light of any changes in legislation or guidance.

Parents/guardians/carers are made aware of the SSD's safeguarding policy when they register their child at the school. A copy of the most up-to-date SSD's safeguarding policy is available on the school's website

This policy was last reviewed on 15 October 2021

Signed:

A handwritten signature in black ink that reads "Tamara Houbayed". The signature is written in a cursive style with a large initial 'T'.