



SAFEGUARDING POLICY

1. Policy Statement

Clays Dance Academy (CDA) is committed to providing a safe, positive and nurturing environment where children and young people can learn and develop through dance. Safeguarding the welfare of our students is of paramount importance, ensuring they are protected from harm, abuse and neglect.

2. Scope

This policy applies to all staff members of the business including full time, part time, casual staff and volunteers.

This policy applies to all CDA on-site and off-site activities, events and performances involving children and young adults.

3. Principles

The School is committed to:

- Ensuring a safe environment for all dance activities.
- Taking immediate action in response to concerns.
- Treating all children with respect and dignity.
- Promoting the welfare and wellbeing of every student.
- Working closely with parents, carers and relevant authorities.

4. Safeguarding Officer

Designated Safeguarding Lead (DSL):

Name: Samantha Clay

Contact: sammyclay22@gmail.com

The DSL is responsible for managing child protection issues, training, and ensuring compliance with safeguarding procedures.

5. Roles and Responsibilities

All teachers and chaperones must:

- Complete DBS checks (enhanced for teachers).
- Report concerns immediately to the DSL.
- Maintain appropriate professional boundaries.
- Never work alone with a child unless in an emergency or pre-approved context.

Parents/Guardians are encouraged to:

- Share relevant information about their child's health and well-being.
- Support school rules and communication.

6. Code of Conduct

All teachers and volunteers must:

- Use positive behaviour management.
- Avoid inappropriate physical contact.
- Never engage in physical punishment or emotional abuse.
- Avoid personal communication/relationships with students on social media.
- Refrain from taking photos or videos of students without consent.
- Volunteers will always work in attendance with dance teachers and never work alone with children.

7. Photography and Social Media

- Parental consent must be obtained before photographing/filming children.
- Images may only be used as agreed (e.g. for marketing, social media).
- Personal devices are not to be used for taking images.
- Students' full names will not be used alongside their images in social media posts.

8. Procedure for Reporting Concerns

All concerns regarding a child's welfare should be reported directly to the Designated Safeguarding Lead. If there is immediate danger, the police or local child protection services must be contacted.

Steps:

1. Record what was observed or disclosed (date/time/context).
2. Report to the DSL as soon as possible.
3. Respond sensitively, ensuring the child feels heard and believed.
4. Do not question the child in detail or promise confidentiality.

9. Safer Recruitment

CDA ensures:

- DBS checks for all staff and chaperones working with children (enhanced DBS for teachers).
- At least two references are taken before appointment of staff.
- Interviews include safeguarding questions.
- Trial classes are supervised by qualified staff.

10. Health & Safety

- Risk assessments are conducted regularly.
- First Aid kits are available on-site.
- Emergency procedures are in place and practiced twice a year.
- Allergies and medical needs are documented and handled sensitively.

11. Review and Monitoring

This policy will be reviewed annually and updated as necessary to comply with legal requirements and best practices. Feedback from students, parents, and staff will be considered.

Last reviewed and updated:	1 st September 2026
----------------------------	--------------------------------

Samantha Clay
Principle – Clays Dance Academy