



Safeguarding Policy

POLICY UPDATED 23.06.2024

SCHOOL LANYARDS

PURPLE	Miss Alex (Principal) & School Staff
BLUE	Chaperones
GREEN	First Aiders
RED	Visitors – must always be accompanied by a purple or blue badge. Must never be alone.
BLACK	Student Assistants

Contents	Page Number
Introduction / Policy Statement	2
Parents	2
Good Practice and Practice Never To Be Sanctioned	3
Student Drop-Off, Collection, and Supervision	3
Photography and Filming	4
Disclosure of Abuse & Responding	4
Receiving Evidence of Abuse and Recording the Information	5
Bullying and Action Towards Bullies	6
Reporting Incidents, Accident and Accident Book	7
First Aid & Medication	7
Dealing with Incidents, our Incident Book	7
Recruitment: Staff, Volunteers, and Chaperones	8
Smoking, Vaping, Drugs and Alcohol	9
Students walking to and from lessons alone	10 – 11
Declaration of Agreement	12

Locomotion Dance Studios will be abbreviated throughout this document and referred to as LDS.

DESIGNATED SAFEGUARDING LEAD (DSL) Alexandra Earnshaw



Locomotion Dance Studios believes that:

- ✓ The welfare of children and young people is paramount and will always be put first.
- ✓ Every person regardless of age, culture, disability, gender, language, racial origin, religious beliefs, and/or sexual identity etc. have the right to protection from abuse.
- ✓ Bullying will not be accepted or condoned.
- ✓ All adults and 'Student Assistants' will demonstrate positive role modelling when interacting with other people including students, adults, and the public whilst representing LDS.
- ✓ All suspicions and allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- ✓ All member and employees, voluntary or paid, working within LDS have a responsibility to report any concerns to the Principal Alexandra Earnshaw and should be clear on how to respond appropriately.
- ✓ Action will be taken to stop any inappropriate verbal or physical behaviour.

- ✓ LDS and its staff will be kept up to date with health and safety and child protection legislation, undertaking regular continued professional development training.
- ✓ LDS's teachers and staff will take a register at the start of each session.
- ✓ LDS's teachers and staff will undertake a risk assessment however, the overall maintenance of the building(s) lies with the proprietor. LDS's teacher and staff will monitor risk throughout LDS's usage.

Policy Statement

Locomotion Dance Studios has a duty of care to safeguard all children who attend sessions. The needs of disabled children and others who may be particularly vulnerable must be considered. LDS adheres to all safeguarding legislation and this policy. A child is defined as under 18 in The Children Act 1989. This policy is readily available online www.LocomotionDance.co.uk

Parents

LDS believes it to be important there is a positive partnership between parents and staff members.

- Parents are encouraged to be involved in the activities of the dance school and share in the responsibility for the care of children.
- Where possible, parents should apply for a chaperone licence issued by North Lincolnshire Council.
- Parents have the responsibility to collect (or arrange collection of) their children after rehearsals or performances and communicate any changes with the teacher or chaperone.
- It is NOT the responsibility of the chaperones to take children to and from rehearsals or lessons.

Good Practice

- Always put the welfare of the learner first and ensure they are always supervised.
- Follow all policies set out by LDS whilst making dance fun, enjoyable and promoting fair play.
- Teachers are required to keep up to date with the technical skills, qualifications, and insurances.
- Staff are required to work in an open environment avoiding unobserved situations with individual children, maintaining a safe and appropriate distance with children.
- If any form of manual/physical support is required, it should be provided openly and in accordance to the guidelines provided by the IDTA, with adults seeking permission from the child first and the purpose of the contact shall be made clear.



- Parents / Guardians have the right to request their child experiences zero physical support
- Treat students, staff and others who are associated with LDS, with respect and dignity as per the Equality and Diversity policy; treating all learners will respect and dignity.
- Building balanced relationships based on mutual trust which empowers children to share in the decision-making process.
- Performances: Parents will be involved in the chaperone process and are required to work in pairs.
- Staff must be an excellent role model for those who attend Locomotion Dance Studios.
- Enthusiastic and constructive feedback only.
- By registering with LDS, parents/guardians of the learner have given LDS staff authorisation to provide emergency first aid to the learner.
- The accident book will be kept up to date including all details of the injury and any treatment given.

Practice Never to be Sanctioned

- Engage in rough, physical or sexually provocative games, including horseplay.
- Allow or engage in any form of inappropriate touching.
- Allow children to use inappropriate language; inappropriate language must be challenged.
- Make sexually suggestive comments to a child.
- Reduce a child to tears as a form of control.
- Allow allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Invite or allow children to stay at your home unsupervised.

Student Drop-off

Students are not signed into the premises until they are in lesson with the class teacher and therefore, student's families must supervise their child until the start of each lesson. The teacher will give the OK when the students are under their supervision and the students guardians can leave the premises. Students of a secondary school age may arrive 10 minutes prior to the start of their lesson time to prepare for class, although it is the guardians' decision whether they supervise their child until the start of the lesson.

Student Collection

Students are signed out of the premises when the designated adult collects the child. Should an unexpected adult attend, a phone call will be made to the guardians to gain authorisation of allowing the child to leave.

Student Supervision

Once the student is in lesson, they are always supervised by either a teacher, chaperone, or student assistant aged 15 plus. Students are never left unattended.

Access to community buildings

The main door is always open to allow dancer's and their families to wait in the kitchen area whilst their dancer is participating in lessons but also to allow those in the next class to prepare for their lesson. Students must never be left unsupervised until the student is in lesson with their teacher.

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Photography and Filming

Videos may be used as a training aid as part of the coaching programme. Videos are stored on an encrypted device. LDS adhere to the following rules and guidelines with regards to photography and filming:

- Permission has been granted by the child's family for LDS using their child's image online for social media, leaflets, and the website.
- Images must be taken on a device that belongs to LDS and only by authorised personnel.
- LDS can give permission to external professional photography companies to take photographs and videos; this could be for parental DVD sales or advertisement. All photography personnel and external companies will hold an up-to-date DBS (Disclosure and Barring Service).
- Images of children posted online or in a printed matter will be identified by their first name only and with no other personal details.
- Complaints or concerns regarding images must be sent via email to hello@locomotiondance.co.uk

Theatre Photography

- Strictly prohibited by student families.
- Parents and chaperones are not permitted to take photographs or videos of any students including their own children whilst they are on the theatre site. This prevents students who have not given photo authorisation being accidentally photographed.
- Theatre photography is only permitted by those wearing a 'photographer' lanyard. Generally, those wearing the photographer lanyard are professional photographers filming or photographing however, for a selection of chaperones have authorisation to take photos which can be used by LDS only.

Outdoor Event & Examination Photography

- Parents or spectators who wish to take photographs or film at an event must avoid inappropriate or intrusive photography and where possible, only take images of their own children.
- Parents or spectators should refrain from uploading photographs and film to social media if they include other children.

Disclosure of Abuse and Responding

It is not the responsibility of anyone working for Locomotion Dance Studios in a paid or unpaid capacity to take responsibility or to decide whether child abuse has taken place. However, there is a responsibility to act on any concerns through contact with the appropriate authorities.

- Any suspicion that a child has been abused by either a member of staff or a volunteer should be reported to Alexandra Earnshaw who will take steps considered necessary to ensure the safety of the child in question and any other child who may be at risk.
- Locomotion Dance Studios will fully support and protect anyone, who in good faith reports his or her concern that a colleague is or may be abusing a child.

When there is a complaint against a member of staff there may be three types of investigation:

- A criminal investigation.
- A child protection investigation.
- A disciplinary or misconduct investigation.

The results of the police and child protection investigation may influence the disciplinary investigation.



Receiving Evidence of Possible Abuse:

Locomotion Dance Studios will respond appropriately to possible abuse and will adhere to the following;

- Staff will stay calm and remain in control as to not frighten the young person
- Reassure the young person they are not to blame and that it was right to inform an adult / seek help
- Listen carefully to what has been said. Actively show the young person you are listening to them. Allow them to tell you at their own pace, only asking questions for clarification. Do not ask questions which could be deemed suggestive.
- Do not promise to keep the information a secret. Inform the young person you will speak to somebody who should be able to help.
- Reassure the young person they 'did the right thing' by telling you and tell them what to do next.
- Speak immediately with the person who oversees child protection.
- Safety of young people is paramount. If they need urgent medical attention, call an ambulance.

Recording the Information

The record must include the following:

- The young person's name, age, date of birth, home address and telephone number.
- Whether or not the person making the report is expressing their concern or someone else's.
- The nature of the allegation, including dates, times, names used and any other relevant information.
- A description of any visible bruising or injury; this including location, size etc.
- Any indirect signs such as behavioural changes.
- Details of witnesses to the incidents.
- The young person's account, if it can be given, of what has happened.
- Have the parents/guardians been contacted? If so, what has been said?
- Has anyone else been consulted? If so, record all details.
- Has anyone been alleged to be the abuser? If so, record details.
- The record will be stored securely and only shared when necessary.

Bullying

Bullying involves the persistent physical, verbal or mental abuse of another child or children.

Action to help the victim and prevent bullying

- Take all signs of bullying seriously.
- Create an open environment and encourage young people to speak and share their concerns.
- Help the victim to speak out and to tell the person in charge or someone in authority.
- Investigate all allegations and take action to ensure the victim is safe.
- Speak with the victim and the bully/ies separately.
- Reassure the victim you can be trusted and will help them; never express you'll keep it a secret.
- Keep records of what is said (what happened by whom, when etc).
- Report any concerns to Alexandra Earnshaw.

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Action towards bullies

- We intervene to stop the abuse and do not label children as 'bullies'.
- Talk with both the young person who is being bullied and the bully to gain an understanding and context of the incidents which have taken place
- Talk with the bully(ies) to gain their perception of the incident(s) and understand the consequences of their actions.
- Attempt to resolve underlying issues whilst addressing the extent of the physical and mental injuries
- Impose sanctions as necessary.
- Encourage and support the bully/ies to change their behaviour and/or actions.
- Reassure the child who has been bullied.
- Inform the parents/guardian of both the victim and bully(ies).
- Provide support for the teacher of the victim.
- Hold meetings with the families to report on progress.
- Inform all appropriate members of the action taken.
- Keep a written record of action taken.

Reporting other incidents

If during the care of LDS the following occur, report immediately to Alexandra Earnshaw; parents/guardians of the young person must also be informed:

- A young person is accidentally hurt due to staff or volunteers' actions
- The young person is significantly and usually distressed
- The young person appears to be sexually aroused by the staff or volunteers' actions

Accidents

- To avoid accidents, chaperones and children will be advised of "house rules" regarding health and safety and will be notified of areas that are out of bounds.
- If a child is injured while in the care of LDS, a designated first-aider will administer first aid and the injury will be recorded in the accident book. This record will be countersigned by the person with responsibility for child protection.
- If a child joins the production with an obvious physical injury a record of this will be made in the accident book. This record will be countersigned by the person with responsibility for child protection. This record can be useful if a formal allegation is made later and will also be a record that the child did not sustain the injury while participating in the production.

Accident Book

- The accident book is GDPR compliant and is kept with Alexandra Earnshaw
- All staff and adult volunteers know where it is kept and how to complete it.
- The accident book is reviewed at least termly to identify any potential or actual hazards.
- When there is an injury requiring a general practitioner or hospital treatment to a child, student, parent, volunteer, visitor etc. or where there is a death of somebody whilst attending LDS, we make a report to the Health and Safety executive using the format for the Reporting of Injuries, Diseases and Dangerous Occurrences.



First Aid and Medication

- At least one member of staff with current first aid training is on the premises or on an outing at any one time. The first aid qualification includes first aid training for infants and young children.
- At the time of admission to the school and by parents signing the registration form, parents/guardians are giving LDS permission to provide first aid seek emergency medical treatment if necessary

Our first aid kit:

- ✓ complies with the Health and Safety (First Aid) Regulations 1981.
- ✓ is regularly checked by a designated member of staff and re-stocked as necessary.
- ✓ is easily accessible to adults and is kept out of the reach of children.

Dealing With Incidents

We meet our legal requirements for the safety of our employees by complying with RIDDOR (the Reporting of Injury, Disease and Dangerous Occurrences Regulations). We report to the Health and Safety Executive:

- any accident to a member of staff requiring treatment by a general practitioner or hospital; and
- any dangerous occurrences. This may be an event that causes injury or fatalities or an event that does not cause an accident but could have done, such as a gas leak.
- any dangerous occurrence is recorded in our Incident Book. See below.

Our Incident Book

We keep an incident book for recording incidents including those that that are reportable to the Health and Safety Executive as above. These incidents include:

- break in, burglary, theft of personal or the school's property;
- fire, flood, gas leak or electrical failure;
- attack on member of staff or parent on the premises or nearby;
- any racist incident involving a staff or family on the centre's premises;
- death of a child, and
- a terrorist attack, or threat of one.
- In the incident book we record the date and time of the incident, nature of the event, who was affected, what was done about it - or if it was reported to the police, and if so a crime number. Any follow up, or insurance claim made, should also be recorded.
- In the unlikely event of a terrorist attack, we follow the advice of the emergency services regarding evacuation, medical aid and contacting children's families. Our standard Fire Safety Policy will be followed, and staff will take charge of the children. The incident is recorded when the threat is averted.
- In the unlikely event of a child dying on the premises, the emergency services are called, and the advices of these services are followed.
- The incident book is not for recording issues of concern involving a child. This is recorded and attached to the child's registration form.

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Recruitment: Staff and Volunteers

Locomotion Dance Studios recognises that anyone may have the potential to abuse children in some way and that all reasonable steps are taken to ensure that unsuitable people are prevented from working with children. When undertaking pre selection checks the following should be included:

- All volunteers/staff must have a valid Disclosure and Baring Service (DBS) check (formerly CRB)
- All volunteers / staff must have a valid safeguarding certificate
- Evidence of identity (passport or driving licence with photo)
- References from two previous employers.

Disclosure Baring Service

Locomotion Dance believes it is in its best interests to obtain a DBS (formally CRB) for chaperones or other personnel, it will inform the individual of the necessary procedures and the level of disclosure required.

- A Standard disclosure will apply for anyone with supervised access to children.
- An Enhanced disclosure will be required for anyone with unsupervised access.
- LDS will maintain confidentiality for the handling of disclosure information.
- LDS will ensure that information contained in the disclosure is not misused.

Chaperones

- Licensed Chaperones will be appointed to care for the children during the production process. By law, the chaperone is acting in loco parentis and should exercise the care which a good parent might be reasonably expected to give to a child. The maximum number of children in the chaperone's care shall not exceed 6.
- Potential chaperones will be required to supply proof of identity (eg. passport, driving licence), proof of address, and two references from individuals with knowledge of their previous work with children. These documents will be used to complete a DBS check. After receiving a DBS certificate, the potential chaperone will complete a safeguarding workbook issued by North Lincolnshire council, and attend an interview with chaperone officer at North Lincolnshire council who will then decide on the approval of the chaperone license.
- Chaperones are provided with an email copy of Locomotion Dance Studios safeguarding policy other key policies which they must implement at all times.
- Chaperones work in pairs and do not have unsupervised access to children in their care.
- Where chaperones are not satisfied with the conditions for the children, they should bring this to the attention of the producer. If changes cannot be made satisfactorily, the chaperone should consider not allowing the child to continue.
- If a chaperone considers that a child is unwell or too tired to continue, the chaperone must inform the producer and not allow the child to continue.
- Under the Dangerous Performances Act, no child is permitted to do anything which may endanger life or limb. This could include working on wires or heavy lifting. Chaperones should tell the producer to cease using children in this way and should contact the local authority.
- During performances, chaperones will be responsible for meeting children at the designated door and signing them in and out of the building.
- Children will always be kept together.
- Chaperones will be aware of where the children are, always.



- Children are not to leave the theatre unsupervised unless in the company of their designated adult.
- Children will be adequately supervised while going to and from the toilets.
- Children will not be allowed to enter the adult dressing rooms.
- Chaperones should be aware of the safety arrangements and first aid procedures in the venue and will ensure that children in their care do not place themselves and others in danger.
- Chaperones should ensure that any accidents are reported to and recorded by the Appointed First aider and Child protection officer.
- Chaperones should examine accident books each day. If an accident has occurred, the producer is not allowed to use that child until a medically qualified opinion has been obtained (not just the word of the parent or child).
- Chaperones should have written arrangements for children after performances. If someone different is to collect the child, a telephone call should be made to the parent to confirm the arrangements.
- Children should be signed out when leaving and a record made of the person collecting.
- If a parent has not collected the child, it is the duty of the chaperone to stay with that child.

Smoking, Vaping, Drugs, and Alcohol

Locomotion Dance Studios recognises the health risks of vaping, smoking and passive smoking; the following steps are in place to minimise the risk to all of students, volunteers, and employees.

- Smoking and vaping is not permitted within any building where Locomotion Dance Studios are operating within.
- Smoking and vaping is not permitted in any outside area where Locomotion Dance Studios are operating, where the person could be considered as representing Locomotion Dance Studios.
- Smoking and vaping is not permitted by staff or students on any outdoor activity run by Locomotion Dance Studios including residential trips.
- In the case where the student or staff member smokes within their personal time, cigarettes and vaping materials brought into the premises where Locomotion Dance Studios are operating, should be kept out of sight to all other students and members of staff.
- Any person who is intoxicated by either alcohol or drugs, will be asked to leave the premises immediately. Failure to do so will result in the police being called to the school.
- In the event of a young person attends the school whilst intoxicated, their parent/guardian will be contacted immediately, and the young person will not be able to attend classes for 3 weeks.
- Should a young person bring smoking or vaping equipment, drugs or alcohol onto the premises, these will be confiscated, and their parent/guardian will be contacted immediately. Following a meeting with the young person, parent and teacher, it will be decided as to whether the young person is suspended for 1 to 3 lessons.
- Locomotion Dance Studios will not allow any child or young person to leave with another person/adult who is intoxicated. The child or young person will remain in the care of Locomotion Dance Studios until another sober adult is able to attend for collection.
- Any breach of these rules will result in a warning. If it continues the person(s) will be asked to leave Locomotion Dance Studios
- In the case of staff members and volunteers repeated offences will result in formal disciplinary procedures taking place which could lead to dismissal from the school



Safeguarding dancers walking to and from the school or studio without adult supervision.

There are no laws around age or distance of walking to school or studio. A families' guide to the law states: *"There is no law prohibiting children from being out on their own at any age. It is a matter of judgement for parents to decide when children can play out on their own, walk to the shops or school."*

Pupils in Foundation Stage or KS1

No pupil in Foundation Stage or Key Stage 1 should walk to or from school on their own. In addition, we will only hand over pupils to named adults or older siblings provided they are 14 years old or above (however, if the professional judgement of the teacher/chaperone deems the older sibling not to be suitable, they will not hand the child over).

Pupils will not be handed over to other adults unless the school has been informed by the parent that they have made this arrangement. We also ask that you keep us informed of any changes in arrangements, preferably by letter. If someone turns up to collect your child and we have not been notified, the adult will have to wait until we have verified his or her identity. If no one turns up to collect a child in these year groups, they will be kept in school and parents contacted. If the child is not collected and we have failed to make contact with the child's carer, we will consult with family services.

Pupils in KS2 (Years 3, 4, 5 and 6)

While there is no set age when children are ready to walk to school or home on their own, we believe that pupils in year 3, 4 and 5 should be still brought to and from class with an older sibling or adult. With regards to pupils in Year 6, we believe that you as parents need to decide whether your child is ready for the responsibility of walking to and from the school or studio alone.

In deciding whether your child is ready you should assess any risks associated with the route and your child's confidence. Work with your children to build up their independence while walking to school through route finding, road safety skills and general awareness. There are many ways you can prepare your child to make an independent journey. Children who are driven to school do not have the opportunity to develop road awareness and are therefore more vulnerable when they start to walk to school independently.

Walking to the school or studio is a great opportunity to learn road safety skills. The best way to do this is to walk with your children from a young age, teaching them about crossing the road, learning how to navigate and a host of other skills. This helps them gain the experience and confidence to deal with traffic and way finding on their own, in preparation for walking with friends or alone when they are older.

Teach your child to:

- ✓ Pay attention to traffic at all times when crossing the street; never become distracted.
- ✓ Always cross at the intersection where there are traffic lights; do not cross in the middle of the road. Alternatively, cross in a place where you can see clearly in all directions. Avoid parked cars or bends in the road.
- ✓ Look both ways before crossing; listen for traffic coming; cross while keeping an eye on traffic.
- ✓ Look out for cyclists.
- ✓ Remember that drivers may not see them, even if they can see the driver.
- ✓ Remember that it is hard to judge the speed of a car so be cautious.
- ✓ Never, ever, follow someone who is either a stranger or someone they know but is not a designated "safe" adult. Speak to your child about what they should do if this should ever happen.



When deciding whether your child is ready for this responsibility you might want to consider the following:

1. Do you trust them to walk straight home?
2. Do you trust them to behave sensibly when with a friend?
3. Are they road safety aware?
4. Would they know what to do if a stranger approaches them?
5. Would they have the confidence to refuse to do what a stranger asked?
6. Would they know the best action to take if a stranger tried to make them do something they did not want to do?
7. Would they know what to do if they needed help?
8. Would they know whom best to approach to get help?

If you are not confident about how your child would react then you should seriously consider whether you should allow them to walk on their own. If you decide your child is ready for this responsibility, then you must inform the school by letter or by completing the slip below. Your child will be prevented from walking home unless this permission has been given in writing.

Your child will also be responsible for their behaviour whilst on the school premises either before or after school. Should their behaviour not be acceptable you will be asked to accompany them or collect them until they have proved they can be trusted again.

We will not allow children to walk home alone in the dark. Please bear in mind that if they are attending an after-school club it may be dark when the club finishes; likewise, it may be dark following afternoon/evening lessons.

IF AT ANY TIME YOU NEED TO CHANGE ARRANGEMENTS YOU HAVE MADE PLEASE ENSURE YOU LET US KNOW IN WRITING IMMEDIATELY.

Pupils in KS3 and KS4 are granted permission to walk to and from the school or studio, alone or with friends. If you would prefer to drop off and collect your child, please let us know in writing.

✂

Permission for pupils to walk to and from school unaccompanied.

Person with parental responsibility to complete and return this reply slip to a.s.a.p.

Name of Child: **Year Group:**

I wish to inform you that my child will be walking to/from school on regular basis. I will notify you immediately should this arrangement change. I have read and understood the guidelines, systems and reasonable precautions set out in this document. I fully understand that once I give permission for my child to walk to and from the school or studio alone, Locomotion Dance Studios is not responsible for my child's actions or whereabouts once they are not on the school or studio premises.

Signed: **Date:**

Printed:



END OF POLICY -----

This policy will be reviewed in 12 months or before, should there be a change in legislation.

DECLARATION OF AGREEMENT

By signing this document, I agree to adhere by this policy whilst undertaking paid or voluntary work for Locomotion Dance Studios.

Signed **ALEXANDRA EARNSHAW** DATE **23.06.2024**
PRINCIPAL OF LOCOMOTION DANCE STUDIOS

STAFF, VOLUNTEERS, CHAPERONES & STUDENT ASSISTANTS

By signing this document, I agree to adhere by this policy whilst undertaking paid / voluntary work for Locomotion Dance Studios.

Name Printed	Position in LDS	Signed	Date

