



Child Protection & Safeguarding Policy

Marley Dance Academy

1. Introduction

At Marley Dance Academy, we are committed to creating a safe and supportive environment for all children who participate in our classes and activities. This Child Protection Policy is designed to protect children from harm, ensure their welfare, and promote best practices in safeguarding.

2. Policy Statement

Marley Dance Academy is dedicated to safeguarding and promoting the welfare of all children in our care. We recognize that safeguarding is everyone's responsibility and that we must provide a safe environment where children can learn, grow, and develop without fear of abuse or neglect.

3. Objectives of the Policy

- To protect children from abuse and harm: We aim to ensure that all staff, volunteers, and visitors understand the importance of safeguarding and are equipped to respond to concerns appropriately.
- To promote a culture of safeguarding: We are committed to creating an environment where children feel safe, valued, and respected.
- To provide clear guidelines: We have established procedures for reporting and managing concerns about child protection, in line with national and local safeguarding regulations.

4. Definitions

- Child Protection: Measures and policies to ensure children are safe from harm and abuse.
- Safeguarding: Protecting children from maltreatment and preventing impairment of their health and development.
- Abuse: Includes physical abuse, emotional abuse, sexual abuse, and neglect.

5. Legal Framework

This policy is informed by the following legislation and guidance:

- Children Act 1989 and 2004
- The Children and Families Act 2014
- Keeping Children Safe in Education (KCSIE) 2023
- Working Together to Safeguard Children 2018
- The Education (Children with Autism) Act 2016
- GDPR and Data Protection Act 2018



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6. Staff Responsibilities

All staff, volunteers, and contractors must:

- Adhere to this policy: Follow the procedures outlined in this policy and any additional safeguarding protocols.
- Report concerns: Report any safeguarding concerns or suspicions of abuse to the principal immediately.
- Undertake training: Complete child protection training as required, including induction training and regular updates.

7. Safer Recruitment Practices

To ensure the safety of children, we follow safer recruitment procedures:

- Recruitment Process: All staff and volunteers undergo a rigorous recruitment process, including an Enhanced DBS check and references.
- Interview Process: Candidates are interviewed to assess their suitability for working with children.
- Ongoing Monitoring: We regularly review staff performance and conduct.

8. Code of Conduct

Our Code of Conduct for staff includes:

- Professional Boundaries: Maintain appropriate relationships with children and avoid any behavior that could be misinterpreted.
- Physical Contact: Physical contact should be limited to what is necessary for the child's well-being and should be respectful and appropriate. While teachers will minimise unnecessary physical contact with pupils, certain aspects of teaching may require some physical contact. In such cases, teachers will use their discretion and care. Parents must give consent for physical correction by signing the appropriate section on the registration form.
- Communication: All communication with children should be professional and appropriate.



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9. Reporting Procedures

If you have concerns about a child's safety or well-being, follow these steps:

1. Report Immediately: Inform the principal of your concerns as soon as possible.
2. Document Concerns: Record details of your concerns, including dates, times, and observations.
3. Follow Up: Ensure that your concerns are being addressed and seek advice from the principal if needed.

10. Allegations Against Staff

If an allegation is made against a staff member, follow these procedures:

- Report to the principal : The principal will follow the appropriate procedures for handling allegations.
- Contact the local authority designated officer (LADO) for advice and support regarding the investigation of allegations.

11. Whistleblowing

Staff are encouraged to report concerns about any practice that may be harmful to children:

- Staff can contact NSPCC whistleblowing helpline at 0800 028 0285.

12. Online Safety

We promote safe practices for online activities:

- Safe Use of Technology: Ensure that children are using technology in a safe and age-appropriate manner.
- Monitoring: Staff should monitor online interactions and report any concerns related to online safety.

13. Training and Awareness

We provide regular safeguarding training for all staff, which includes:

- Induction Training: Initial training on safeguarding procedures and responsibilities.
- Refresher Courses: Ongoing training to keep staff updated on new legislation and best practices.

14. Policy Review

This policy will be reviewed annually to ensure its effectiveness and compliance with current legislation.

- Review Date: August 1st 2027
- Policy Owner: Marley Dance Academy



Promoting Good Practice

Marley Dance Academy

Promoting Good Practice in Dance Classes

1. Introduction

Promoting good practice in our dance classes is crucial for creating a safe and supportive environment for all students. This section outlines the key principles and practices that staff should follow to safeguard children and young people during dance classes and related activities.

2. Principles of Good Practice

Our approach to safeguarding is guided by the following principles:

- Respect and Dignity: All interactions with students should be conducted with respect and dignity, ensuring that each child feels valued and safe.
- Equality: We treat all students fairly and with respect, regardless of their background, ability, or personal characteristics.
- Transparency: We maintain clear and open communication with students, parents, and guardians about our safeguarding practices and any concerns that arise.
- Empowerment: We empower students by encouraging them to voice their concerns and express their feelings in a safe and supportive environment.

3. Good Practice Guidelines

3.1 Positive Relationships

- Establish Trust: Build positive relationships with students based on trust, respect, and professional boundaries.
- Be Approachable: Make yourself available to listen to students' concerns and offer support.
- Encourage Participation: Create an inclusive environment where every student feels comfortable and motivated to participate.

3.2 Communication

- Clear and respectful: Use clear, respectful and age-appropriate language when communicating with students.
- Appropriate Boundaries: Maintain professional boundaries and avoid personal relationships with students.
- Documentation: Keep accurate and confidential records of any significant interactions or incidents.

3.3 Physical Contact

- Minimal and Necessary: Only use physical contact when it is necessary for the student's safety or to demonstrate dance techniques.
- Transparent Actions: Ensure that any physical contact is done in a way that is clearly explained to the student and agreed upon.



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3. Good Practice Guidelines (continued)

3.4 Behavior Management

- Positive Reinforcement: Use positive reinforcement and encouragement to promote good behavior.
- Consistent Approach: Apply rules and policies consistently and fairly to all students.
- Avoid Punishment: Refrain from using any form of physical or emotional punishment.

3.5 Supervision

- Adequate Supervision: Ensure there are always sufficient staff members present to supervise all students effectively.
- Monitoring: Regularly check that all students are safe and that no inappropriate behavior is taking place.
- Emergency Procedures: Be familiar with and follow emergency procedures, including evacuation plans and first aid protocols.

4. Health and Safety

4.1 Risk Assessments

- Regular Assessments: Conduct regular risk assessments of the dance studio, equipment, and activities to identify and mitigate potential hazards.
- Safe Environment: Ensure that the dance environment is safe and that all equipment is in good condition.

4.2 Medical Conditions

- Awareness: Be aware of any medical conditions or allergies that students have and ensure that staff are informed.
- Emergency Procedures: Know the procedures for managing medical emergencies and administer first aid if required.

5. Training and Development

5.1 Safeguarding Training

- Initial Training: All staff members must complete safeguarding training as part of their induction.
- Ongoing Development: Provide regular updates and refresher training to keep staff informed of the latest safeguarding practices and legislation.

5.2 Professional Development

- Continued Learning: Encourage staff to engage in professional development opportunities to enhance their skills and knowledge in dance teaching and child protection.



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6. Reporting Concerns

6.1 Reporting Procedures

- Immediate Action: Report any concerns about a child's safety or well-being to the principal as soon as possible.
- Documentation: Record any incidents or concerns in detail and follow up to ensure appropriate action is taken.

6.2 Confidentiality

- Confidential Handling: Handle all safeguarding concerns confidentially and only share information with those who need to know.

7. Creating a Safe Environment

7.1 Safe Arrival and Departure

- Punctuality: Ensure that students arrive no more than 5 minutes before class and are collected promptly at the end.
- Supervised Waiting: Supervise students during waiting times before and after class to ensure their safety.

7.2 Online Safety

- Guidelines: Follow best practices for online communication, including maintaining professional boundaries and safeguarding students in any online interactions.

8. Reviewing Good Practice

8.1 Feedback

- Regular Reviews: Seek feedback from students, parents, and staff on safeguarding practices and make improvements as needed.
- Policy Review: Regularly review and update safeguarding policies and procedures to ensure they remain effective and relevant.

9. Contact Information

For more information about our safeguarding practices or to report concerns, please contact:

- Local Authority Safeguarding Team: Surrey County Council : 0300 470 9100
- NSPCC: 0800 800 5000