



## Highfield School of Dance Policy

### Safeguarding/child protection

#### Safeguarding and child protection lead – Sarah Dawson RAD RTS - Principal

Highfield School of Dance recognises its duty of care under:

- The Children and Young Persons Act 1963
- The Childrens Act 2004
- The Protection of Children Act 1999
- The Working Together to Safeguard Children Act 2023

The school recognises that abuse can take many forms, whether it be physical, emotional, sexual abuse or neglect. HSOD is committed to practice which protects children from harm. All members of the school accept and recognise their responsibilities to develop awareness of the issues which cause children harm.

Highfield School of Dance believes that:

- The welfare of the child/young person is paramount.
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse.
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately.
- All members of Highfield School of Dance should be clear on how to respond appropriately.

Highfield School of Dance will ensure that:

- All children will be treated equally and with respect and dignity.
- The duty of care to children will always be put first.
- A balanced relationship based on mutual trust will be built which empowers the children to share in the decision-making process.
- Enthusiastic and constructive feedback will be given rather than negative criticism.
- Bullying will not be accepted or condoned.
- All adult members of the school provide a positive role model for dealing with other people.
- Action will be taken to stop any inappropriate verbal or physical behaviour.
- We will keep up to date with health & safety legislation.

- We will keep informed of changes in legislation and policies for the protection of children.
- We will undertake relevant development and training.

We will hold a register of every child involved with the school and will retain a contact name and number close at hand in case of emergencies.

### **Child Protection Procedures**

Our responsibilities

At the outset of any production/event involving children Highfield School of Dance will:

- Undertake a risk assessment and monitor risk throughout the production process.
- Recruit suitable individuals to care for the children, including appropriate vetting.
- Ensure that children are supervised at all times.
- Know how to get in touch with the local authority social services, in case it needs to report a concern.

Physical Contact

- All adults will maintain a safe and appropriate distance from children.
- Adults will only touch children when it is necessary in relation to the particular activity.
- HSOD will gain formal consent of the senior school pupils regarding appropriate physical contact. We will only make physical contact with Pre school/Primary school age children where necessary and appropriate to keep them safe during physical exercise.

Suspicion of abuse

- If you see or suspect abuse of a child while in the care of Highfield School of Dance please make this known to the person with responsibility for child protection.
- If you suspect that the person with responsibility for child protection is the source of the problem, you should make your concerns known to another member of staff or local authority.
- Please make a note for your own records of what you witnessed as well as your response in case there is follow-up in which you are involved.
- If a serious allegation is made against any member of Highfield School of Dance, venue staff etc., that individual will be suspended immediately until the investigation is concluded.

Disclosure of abuse

If a child confides in you that abuse has taken place:

- Remain calm and in control but do not delay taking action.
- Listen carefully to what has been said. Allow the child to tell you at their own pace and ask questions only for clarification. Don't ask leading questions.

- Don't promise to keep it a secret. Use the first opportunity you have to share the information with the person with responsibility for child protection. Make it clear to the child that you will need to share this information with others. Make it clear that you will only tell the people who need to know and who should be able to help.
- Reassure the child that 'they did the right thing' in telling someone.
- Tell the child what you are going to do next.
- Speak immediately to the person with responsibility for child protection. It is that person's responsibility to liaise with the relevant authorities, usually social services or the police.
- As soon as possible after the disclosing conversation, make a note of what was said, using the child's own words. Note the date, time, any names that were involved or mentioned, and who you gave the information to. Make sure you sign and date your record.

All children deserve the opportunity to achieve their full potential. Highfield School of dance (HSOD) work towards achieving three outcomes that is important to a student's wellbeing.

- Stay safe
- Be healthy
- Enjoy and achieve

The welfare of every student is paramount. Everyone (this includes all staff, students and volunteers) has a responsibility to ensure that each student is in a safe, happy and positive environment during classes.

#### 1. Designated teacher/staff

Each class has a designated teacher. These teachers will hold a current teaching certificate, DBS and Paediatric and adult first aid certificate.

Name: Sarah Dawson	Position: Principal & Teacher
Name: Louise Gordon	Position: Assistant Principal & Teacher
Name: Madeline Scoates	Position: Uniform supplies

One or more of the above members of staff will be present and responsible at each lesson.

Staff qualifications and training.

All designated teachers will hold an RAD registered teacher status certificate. They will also have completed 20 hours of continuous professional development training each year.

## 1. Students and Volunteers

Students and volunteers will be supervised by a designated teacher. Only those holding a current Enhanced DBS can supervise toilet duties. All volunteers are asked to read our school policies and given an advice sheet before becoming involved at the school.

## 2. Recognising poor health, and emotional instability.

If we become aware of a student who seems to have a muscular/skeletal, health issue, emotional or mental instability we will communicate our concerns to the student's parent/carer immediately.

### 2.1. Promoting healthy eating and lifestyles.

As teachers we become role models for students. When necessary, we will communicate and promote healthy eating to support the level of dance undertaken.

### 2.2. Injuries

Any accidents and injuries will be recorded in our first aid book. First aid will be administered by a qualified teacher. A risk assessment will be conducted. All necessary changes will take place to prevent further risk of injury.

### 2.3. Allergies and Medication

If a student suffers from an allergy or an illness that requires medicine, inhaler or an epipen, it is essential that instructions, demonstration and consent is given by the parent/carer to the teacher in charge before handing over the medicine or device.

### 2.4. Food

Any food that is brought into HSOD must not contain nuts. Lunchboxes and water bottles must be fully labelled to prevent cross contamination. We encourage students to only eat and drink their food and not share with other children.

## 3. Confidentiality

Personal information regarding students, families and staff will be kept securely ensuring privacy and confidentiality at all times. We dispose of all personal details under the GDPR rules at the end of each term for those who no longer attend HSOD.

## 4. Mobile phones, internet and social media

From time to time, we will take photos of the students during dance lessons. We will always ask for your permission via a consent form to put these photos on our HSOD website and social media platforms. Student's names are always withheld.

During watching week a verbal consent at the beginning of each lesson is acquired to ensure all families consent to other parents and carers taking photos with cameras/mobile phones. It is essential that any photograph including another person's child is not uploaded to the internet or social media ever.

## 5. Term fees

Dance invoices will be emailed before the start of each new term. It is the parent/carers responsibility to inform us if you have not received your invoice. We should be notified of this before the start of term. All invoices must be paid within 3 weeks of receipt. We offer a payment plan for those families who may struggle to pay the whole invoice amount within the first three weeks (Please ask).

## Notice of stopping/changing/cancelled classes

HSOD require half a terms notice when stopping or changing dance classes. If notice has not been received until after the invoice has been emailed, we will require 50% of the class payment to be paid. In return HSOD will give you half a terms notice of changing or stopping classes. The only exception will be in the case of extreme weather and when local government have advised to remain closed, classes can be cancelled at short notice for health and safety reasons without any reimbursement.

## 6. Exams

RAD ballet exams will be offered to all students who are old enough, physically and emotionally able. A term of extra exam lessons has to be undertaken to ensure each child is knowledgeable, confident and exam ready. It is important that all these classes are fully attended. HSOD reserve the right to withdraw a child due to lack of knowledge due to poor attendance. In this circumstance all fees are non-refundable. Exams can be deferred or 50% of the exam fee returned if a student is unable to partake in the ballet exam due to illness, a note from the GP is essential.

## 7. Dance fatigue prevention

- It is our duty of care as fully qualified teachers to respect all students and their wellbeing.
- Dance fatigue and injury when young are the biggest preventers of a dance/theatre career.
- Those over worked by school, homework, after school clubs, shows and our dance classes may become fatigued, ill or moody. This may well have a knock-on effect with behaviour, attitude and attendance in all settings.
- All of the above, especially the schooling, are extremely important parts of their lives. We would ask them to find a balance to ensure that they perform well both in and out of school.
- Down time, socially or privately, is important. Overstretching themselves when young is not always beneficial.

### 7.1. Dance Fatigue and School Shows/Exams

- All senior students attend between three and six different lessons with our dance school each week. The lead up to the show will require full attendance, commitment, hard work and extra hours of rehearsal which will be demanding on their mind and body.

- They are young so should cope well. However, they may not cope if they try to participate in two shows so close to each other or an exam session and a show where the demands are the same. This includes primary or secondary school shows running alongside our school show or exam session.
- Therefore, choosing between them is essential. Doing both is not an option.
- We will support and respect the student's decision either way.

## **Data Protection & Privacy Policy**

Highfield School of Dance Privacy Statement:

Highfield School of Dance processes personal information of parents and students to ensure full communication and for health and safety reasons. This information is kept for the duration of the student's participation with HSOD. Information is held securely on a database and paper copies kept in a locked cupboard. All information is destroyed when the student leaves HSOD at the end of each term. Please see bullet points below to reiterate our statement.

- Highfield School of Dance collect yours and your child's personal details to enable Highfield School of Dance to communicate with parents and for health and safety reasons while they are in our care.
- Parents/carers and children have a right to access their personal data at any time upon request.
- Highfield School of Dance will take appropriate security measures against unlawful or unauthorised processing of personal data, and against the accidental loss of, or damage to, personal data.
- Highfield School of Dance will not keep personal data longer than is necessary for the purpose or purposes for which they were collected.
- Highfield School of Dance will take all reasonable steps to destroy, or erase from our systems, all data which is no longer required.
- Personal data will only be shared with other persons or organisations if it is required in relation to Highfield School of Dance or permitted by law to do so.

Security procedures include:

- Secure lockable cupboards for personal details
- Historical data destroyed on a termly basis
- Ability to erase data on digital storage devices
- In the event of a data breach, all those affected will be notified in the first instance.

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