

Dance Focus Academy

Safeguarding & Child Protection Policy

School / Studio	Dance Focus Academy
Policy owner	Jade Fitchett
Date adopted	1/8/2026
Review frequency	Annually, or sooner if legislation/guidance changes
Next review due	1/8/2027
Designated Safeguarding Lead (DSL)	Jade Fitchett

1. Statement of Intent

Dance Focus Academy is committed to creating a safe environment in which children and young people can learn and enjoy dance free from harm. The welfare of every child is our paramount concern, and this applies regardless of age, disability, gender, race, language, religion, sexual orientation or identity.

This policy applies to all staff, freelance teachers, examiners, volunteers, students on placement, and any adult working with children on behalf of the school, whether paid or unpaid.

2. Legal Framework

This policy has been written with regard to:

- The Children Act 1989 and 2004
- Keeping Children Safe in Education (latest statutory guidance)
- Working Together to Safeguard Children (latest statutory guidance)
- The Data Protection Act 2018 and UK GDPR
- Disclosure and Barring Service (DBS) guidance on regulated activity
- Local Safeguarding Children Partnership procedures

3. Roles and Responsibilities

Designated Safeguarding Lead (DSL)

Jade Fitchett is the school's DSL and has overall responsibility for safeguarding. The DSL has undertaken appropriate training and is the first point of contact for any safeguarding concern.

All Staff

Every member of staff has a duty to report any concerns about a child's welfare to the DSL without delay, and must never investigate concerns themselves.

4. Recognising Abuse

Staff are trained to recognise the four categories of abuse:

- Physical abuse
- Emotional abuse
- Sexual abuse
- Neglect

Staff should also be alert to specific safeguarding issues including bullying, online abuse, radicalisation, female genital mutilation, and the impact of domestic abuse in the home.

5. Reporting a Concern

1. If a child discloses information, listen carefully, do not promise confidentiality, and do not ask leading questions.
2. Record what was said as soon as possible, using the child's own words, noting the date, time and any witnesses.
3. Report the concern to the DSL on the same day.
4. The DSL will decide whether a referral to Children's Social Care or the police is required and will keep a confidential record.

5. In an emergency, or if a child is in immediate danger, call 999 first and inform the DSL as soon as possible afterwards.

6. Safer Recruitment

All staff and volunteers who have regular, unsupervised contact with children undergo an enhanced DBS check before starting work, along with reference checks and an interview. Records of checks are kept securely by the school.

7. Code of Conduct for Adults Working with Children

- Never be alone with a single child in a closed room; use visible, open spaces or ensure another adult is present.
- Avoid unnecessary physical contact; where physical correction of technique is required, explain what you are doing and why, and use the minimum contact necessary.
- Never transport a child alone in a personal vehicle without prior written parental consent and another adult present.
- Do not contact pupils via personal social media or personal phone numbers.
- Changing rooms are to be supervised by same-sex staff wherever possible, with a minimum of two adults present or clear sight lines maintained.

8. Online Safety and Use of Images

Photography and video of pupils is only taken with written parental consent, in line with our Social Media & AI Policy and GDPR Policy. Pupils are taught age-appropriate online safety as part of their time at the school.

9. Peer-on-Peer Abuse and Bullying

The school recognises that children can be harmed by other children. Any allegation of peer-on-peer abuse, including bullying or harmful sexual behaviour, is taken as seriously as an allegation against an adult and is reported to the DSL immediately. See also our Code of Conduct & Anti-Bullying Policy.

10. Allegations Against Staff

Any allegation against a member of staff or volunteer is reported immediately to Jade Fitchett (or, if the allegation concerns them, to the local authority designated officer directly), and will be handled in line with statutory guidance, keeping the member of staff informed appropriately while protecting the child.

11. Whistleblowing

Staff who have concerns about the practice of a colleague, including the DSL, may raise these confidentially and without fear of reprisal. Concerns can be raised directly with the Principal or, if preferred, with the NSPCC Whistleblowing Helpline.

12. Confidentiality and Information Sharing

Information about a safeguarding concern is shared only on a need-to-know basis and in line with data protection law, which never prevents the sharing of information to keep a child safe.

13. Training and Review

All staff receive safeguarding induction training before starting work and refresher training at least annually. The DSL undertakes DSL-specific training. This policy is reviewed annually by Jade Fitchett, or sooner following any safeguarding incident or change in statutory guidance.