



Harwood Dance Child Protection/Safeguarding Policy

The purpose and scope of this policy:

- to protect children and young people who receive Harwood Dance's services from harm
- to provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection. This policy applies to anyone working on behalf of Harwood Dance, paid staff (employed and self-employed), volunteers, and students

Legal framework:

This policy has been drawn up on the basis of legislation, policy and guidance that seeks to protect children in England.

A summary of the key legislation and guidance is available from www.nspcc.org.uk/childprotection

Supporting documents:

This policy statement should be read alongside our organisational policies, procedures, guidance, and other related documents:

- role description for the designated safeguarding officer
- dealing with disclosures and concerns about a child or young person
- managing allegations against staff and volunteers
- recording concerns and information sharing
- child protection records retention and storage
- code of conduct for staff and volunteers
- behaviour codes for children and young people
- photography and sharing images guidance
- safer recruitment
- online safety
- anti-bullying
- managing complaints
- whistleblowing
- health and safety
- induction, training, supervision and support
- adult to child supervision ratios

We believe that:

- children and young people should never experience abuse of any kind
- we have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

We recognise that:

- the welfare of children is paramount in all the work we do and in all the

- decisions we take
- working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare
- all children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation have an equal right to protection from all types of harm or abuse
- some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- extra safeguards may be needed to keep children who are additionally vulnerable safe from abuse

We will seek to keep children and young people safe by:

- valuing, listening to and respecting them
- appointing a nominated child protection lead for children and young people
- adopting child protection and safeguarding best practice through our policies, procedures and code of conduct for staff and volunteers
- developing and implementing an effective online safety policy and related procedures
- providing effective management for staff and volunteers through supervision, support, training and quality assurance measures so that all staff and volunteers know about and follow our policies, procedures and behaviour codes confidently and competently
- recruiting and selecting staff and volunteers safely, ensuring all necessary checks are made
- recording and storing and using information professionally and securely, in line with data protection legislation and guidance [more information about this is available from the Information Commissioner's Office: ico.org.uk/for-organisations]
- sharing information about safeguarding and good practice with children and their families via leaflets, posters, group work and one-to-one discussions
- making sure that children, young people and their families know where to go for help if they have a concern
- using our safeguarding and child protection procedures to share concerns and relevant information with agencies who need to know, and involving children, young people, parents, families and carers appropriately
- using our procedures to manage any allegations against staff and volunteers appropriately
- creating and maintaining an anti-bullying environment and ensuring that we have a policy and procedure to help us deal effectively with any bullying that does arise
- ensuring that we have effective complaints and whistleblowing measures in place
- ensuring that we provide a safe physical environment for our children, young people, staff and volunteers, by applying health and safety measures in accordance with the law and regulatory guidance
- building a safeguarding culture where staff and volunteers, children, young people and their families, treat each other with respect and are comfortable about sharing concerns

How to raise a concern about a child, young person, or something happening at Harwood Dance you should:

- record your concern as soon as possible after the event, keeping it factual and objective
- contact the designated safeguarding lead (DSL) – see contact details below

Where appropriate the DSL may:

- contact the **children's social care team** at your local council who can be found at <https://www.gloucestershire.gov.uk/health-and-social-care/children-young-people-and-families/lado-allegations/>
- contact the police on the 24/7 non-emergency line 101 or in an emergency on 999
- speak to the **NSPCC** Helpline on 0808 800 5000 or email help@nspcc.org

Contact details

Designated safeguarding lead

Name: Lily Boxall

Phone/email: 07902894724/harwooddance.enquiries@gmail.com

Additional guidance can be found in the following documents at the end of this or if requested:

- Reporting Suspected Neglect or Abuse
- Appropriate Physical Contact in Dance (see below and our Terms and Conditions)
- Chaperoning Students at Dance Events (see below and/or please ask)
- Use of Photographs and Film of Children (see our Terms and Conditions).

This policy was last reviewed on 31/07/2026

Name: Lily Boxall

Job Title: Principal

Signature: Lily Boxall

Additional Guidance A: Reporting Suspected Neglect or Abuse

Concerns regarding a child's welfare can be reported by:

- Parents
- Teachers
- Friends
- The child or young person

All allegations of neglect or abuse will be taken seriously. If a concern is reported directly by the child or young person we will not seek to disagree, ask probing or leading questions, or do anything else which may discourage them.

We will make clear that reported concerns cannot be kept confidential but will need to be shared with a nominated member of staff or external organisation. Parents or guardians will also be involved if appropriate.

We recognise that early action is vital. Any concerns will be reported immediately.

If the child or young person is in immediate danger of harm, we will contact the police on 999

In all other cases, we will report concerns to the local Protection Team

Additional Guidance B: Appropriate Physical Contact in Dance

Teaching dance is a physical activity and a teacher will sometimes need to make physical contact with a student to show an idea or to correct the student's position. This can include:

- Lifting
- Adjusting arms, legs, rib cage, hips, feet, hands
- Moving one student in relation to another

Where contact is needed, we will remain sensitive to the student's wishes and put their welfare first. In all cases, we will say why and how we will be correcting the student's position before making any contact.

We encourage students to report any concerns.

Additional Guidance C: Chaperoning Children at Dance Events

When chaperoning students at an event, we will:

- Provide parents and students with information about what the event is for
- Provide parents and students with the full address of the event
- In cases where the event is taking place in a large building, we will also give the room or studio number where possible
- Ask parents for their contact details in case of emergency
- Have a clear idea of how students will be cared for while at the event

We will ensure that chaperones hold all required checks and licences and are aware of our Child Protection Policy.

Additional Guidance 4: Use of Photographs and Film of Children

We recognise that taking images of students in our care may not always be appropriate and that some children and parents may not want images taken at any time. Therefore, before taking images of a child or young person, we will:

- Explain how the image will be used, e.g. whether it will be posted on social media or printed to be displayed at the school
- Seek written agreement from parents that images can be taken of their child
- Where we have publicly displayed images at our school or on social media, parents and students may withdraw their permission at any time. In such cases, the images will be removed as soon as is reasonable and without question.

We ask that any parent wanting to take photographs or film at our events only do so with our prior permission. Permission will only be granted on the agreement of all present.

Health & Safety Policy

This is a statement of general policy and arrangements for Harwood Dance

We will actively maintain and promote good health and safety procedures and will:

- Maintain safe and healthy work conditions
- Provide adequate control of the health and safety risks at our school
- Be open to comments and suggestions from our employees, students and their parents on matters relating to health and safety
- Provide information, instruction and supervision for employees and students and make them aware of this policy
- Ensure all employees are capable of doing their tasks, hold any required qualifications, and that they receive adequate training
- Record any harm or injuries that occur in an Accident Book and make changes where required to avoid similar incidents in the future
- Regularly review and update this policy

Lily Boxall has overall responsibility for health and safety.

Lily Boxall has day-to-day responsibility for ensuring this policy is put into practice.

A First Aid box is located at both Leckhampton Village Hall and Up Hatherley village or with Lily Boxall or Rebecca Cripps

An Accident Book is located at Leckhampton village hall and Up Hatherley village hall or with Lily Boxall

In the case of an emergency or serious injury, please contact the emergency services on 999

This policy was last reviewed on 31/07/2026

Name: Lily Boxall

Job Title: Principal

Signature: Lily Boxall
