

CHILD PROTECTION & SAFEGUARDING POLICY



BUSINESS NAME: EXPRESSIVE ARTS EDUCATION
LEAD TEACHER: JESS LEWIS
EFFECTIVE DATE: 01.09.26 | NEXT REVIEW DATE: 01.09.27

POLICY STATEMENT:

EXPRESSIVE ARTS EDUCATION BELIEVES THAT EVERY CHILD REGARDLESS OF AGE, DISABILITY, GENDER REASSIGNMENT, RACE, RELIGION, SEX, OR SEXUAL ORIENTATION HAS THE RIGHT TO EQUAL PROTECTION FROM HARM, ABUSE, OR EXPLOITATION. THE WELFARE OF CHILDREN (AGES 4-11) ATTENDING DANCE CLASSES IS PARAMOUNT.

KEY RESPONSIBILITIES & VETTING

- **LEAD TEACHER STANDARD:** HOLDS AN ENHANCED DBS (DISCLOSURE AND BARRING SERVICE) CHECK WITH BARRED LIST CHECK, VALID PUBLIC LIABILITY INSURANCE, AND UPDATES CPD SAFEGUARDING TRAINING ANNUALLY.
- **CLASS ASSISTANTS:** ALL TEACHING ASSISTANTS OR ACCOMPANYING STAFF UNDERGO AN ENHANCED DBS CHECK PRIOR TO ASSISTING IN CLASSES AND ARE NEVER LEFT IN SOLE CHARGE OF CHILDREN.
- **SUPERVISION RATIO:** CLASSES ARE RUN WITH TWO DBS-CHECKED ADULTS PRESENT (LEAD TEACHER AND ASSISTANT) TO MAINTAIN SAFETY AND SUPPORT SUPERVISION REQUIREMENTS.

OPERATIONAL SAFETY GUIDELINES

1. PHYSICAL CONTACT IN DANCE

- PHYSICAL CONTACT IS STRICTLY LIMITED TO CORRECTING POSTURE, ALIGNMENT, OR TECHNIQUE, AND ENSURING SAFETY DURING MOVEMENT.
- PHYSICAL CORRECTIONS ARE ONLY MADE WHEN NECESSARY AND WITH THE CHILD'S CLEAR VERBAL OR NON-VERBAL CONSENT.
- GUIDANCE IS ALWAYS GIVEN IN AN OPEN, VISIBLE ENVIRONMENT WITH ASSISTANTS AND OTHER STUDENTS PRESENT.

2. TOILET BREAKS & CHANGING ROOMS

- PARENTS/GUARDIANS ARE ENCOURAGED TO ENSURE CHILDREN USE THE TOILET BEFORE CLASS.
- IF A CHILD (AGES 4-11) NEEDS THE TOILET DURING CLASS, AN ASSISTANT WILL WALK THEM TO THE MAIN DOOR OF THE FACILITIES. STAFF WILL NOT ENTER INDIVIDUAL CUBICLES UNLESS THERE IS AN EMERGENCY OR SAFETY CONCERN.

3. ARRIVAL, DISMISSAL & DROP-OFFS

- CHILDREN MUST BE HANDED OVER DIRECTLY TO THE LEAD TEACHER OR ASSISTANT BY A DESIGNATED PARENT/GUARDIAN.
- CHILDREN ARE RELEASED ONLY TO NAMED ADULTS PRE-AUTHORISED ON THEIR REGISTRATION FORMS.
- LATE PICKUPS TRIGGER CONTACT VIA EMERGENCY PHONE NUMBERS; CHILDREN REMAIN SUPERVISED BY BOTH ADULTS UNTIL COLLECTED.

4. PHOTOGRAPHY & SOCIAL MEDIA

- NO PHOTOS OR VIDEOS ARE TAKEN WITHOUT EXPLICIT, WRITTEN PARENTAL CONSENT COLLECTED DURING ENROLLMENT.

REPORTING CONCERNS & PROCEDURES

IF A CHILD DISCLOSES ABUSE, OR IF A STAFF MEMBER SUSPECTS A CHILD IS AT RISK:

1. **LISTEN:** LISTEN CALMLY WITHOUT ASKING LEADING QUESTIONS OR PROMISING SECRECY.
2. **REASSURE:** REASSURE THE CHILD THAT THEY WERE RIGHT TO SPEAK UP.
3. **RECORD:** MAKE A FACTUAL WRITTEN RECORD IMMEDIATELY FOLLOWING THE CLASS (DATE, TIME, EXACT WORDS USED, OBSERVABLE SIGNS).
4. **REPORT:** CONTACT THE RELEVANT LOCAL CHILDREN'S SOCIAL CARE TEAM. IN EMERGENCIES WHERE A CHILD IS IN IMMEDIATE DANGER, CALL 999.

CONTACT INFORMATION

- DESIGNATED SAFEGUARDING LEAD (DSL): JESS LEWIS | 07789220348
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- LOCAL AUTHORITY SAFEGUARDING: CARDIFF COUNCIL CHILDREN'S SERVICES 029 2053 6490
- NSPCC HELPLINE: 0800 800 5000