

# RLDA CHILD PROTECTION AND SAFEGUARDING POLICY

## ROMY LOUISA DANCE ACADEMY CHILD PROTECTION AND SAFEGUARDING POLICY

**Date of Last Review:** 5/9/2026

**Next Review Due:** 5/9/2028

### 1. Purpose and Statement

Romy Louisa Dance Academy (RLDA) is committed to providing a safe, supportive and positive environment for all children, young people and vulnerable adults participating in our activities.

We recognise our responsibility to safeguard and promote the welfare of every child in our care and believe that every child has the right to be protected from harm, abuse, neglect and exploitation.

RLDA will take all reasonable steps to:

- Ensure the safety and wellbeing of all children and young people.
- Treat all children with dignity, respect and fairness.
- Listen to and value the views and concerns of children and young people.
- Promote a culture where safeguarding is everyone's responsibility.
- Ensure that all staff, volunteers and assistants understand their safeguarding responsibilities.
- Respond promptly and appropriately to concerns about a child's welfare.
- Report suspected abuse, neglect or safeguarding concerns to the relevant statutory agencies where required.
- Ensure children know who they can speak to if they are worried, upset or concerned.

This policy applies to all:

- Teaching staff
- Administrative staff
- Volunteers
- Student helpers

This policy covers all children and young people under the age of 18, as well as adults who may be considered vulnerable.

### 2. Legal Framework

This policy is informed by the following legislation and guidance:

- Children Act 1989
- Children Act 2004
- Working Together to Safeguard Children (latest edition)
- Keeping Children Safe in Education (KCSIE) (latest edition)
- Safeguarding Vulnerable Groups Act 2006
- Human Rights Act 1998
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)

In accordance with the Children Act 1989, the welfare of the child is paramount.

### 3. Designated Safeguarding Lead (DSL)

The Designated Safeguarding Lead (DSL) for RLDA is:

**Name:** Claudia Powell

**Mobile number:**

**Email Address:** [enquiriesrlda@gmail.com](mailto:enquiriesrlda@gmail.com)

**Name:** Romy Hodges

**Mobile number:** 07929942837

**Email Address:** [enquiriesrlda@gmail.com](mailto:enquiriesrlda@gmail.com)

The DSL has overall responsibility for all safeguarding and child protection matters within RLDA. All safeguarding concerns, disclosures or allegations must be reported to the DSL as soon as possible. Where the DSL is unavailable and there is an immediate risk of harm, staff must contact LADO or the Police directly.

### Important Emergency Contacts

**Emergency Services:** 999

**Local Authority Designated Officer (LADO):** **Phone:** 01865 810603 **Email:** [Lado.SafeguardingChildren@oxfordshire.gov.uk](mailto:Lado.SafeguardingChildren@oxfordshire.gov.uk)

**NSPCC Helpline:** 0808 800 5000

### 4. Safeguarding Principles

RLDA is committed to the following principles:

- The welfare of the child is paramount.

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- All children, regardless of age, disability, gender, race, religion, cultural background or sexual orientation have the right to protection from harm.
- All concerns and allegations will be taken seriously and responded to appropriately.
- Safeguarding is everyone's responsibility.
- Children have the right to express their views and have those views respected.
- Staff are responsible for recognising concerns and reporting them, not investigating them.

RLDA will achieve this by:

- Adopting clear safeguarding procedures and codes of conduct.
- Providing safeguarding information to staff, volunteers, children and parents.
- Recruiting staff safely and responsibly.
- Ensuring appropriate supervision and support.
- Maintaining safeguarding training.
- Reviewing safeguarding arrangements regularly.

### **5. Safe Recruitment**

RLDA is committed to safe recruitment practices.

Where required, all teaching staff and individuals working regularly with children will undergo:

- Enhanced DBS (Disclosure and Barring Service) checks.
- Identity verification.
- Reference checks.
- Appropriate safeguarding training.

Any concerns arising through recruitment procedures will be addressed before an individual is permitted to work with children.

### **6. Responsibilities of Staff and Volunteers**

All staff and volunteers must:

- Prioritise the welfare of children.
- Maintain professional boundaries.
- Attend safeguarding training where required.
- Be aware of signs and indicators of abuse.
- Report any safeguarding concerns immediately.
- Follow RLDA's safeguarding procedures at all times.
- Maintain appropriate confidentiality.

Staff must never:

- Promise confidentiality to a child disclosing abuse.
- Ignore concerns or disclosures.
- Investigate allegations themselves.
- Share safeguarding information with unauthorised individuals.

### **7. Supervision and Duty of Care**

Teachers and designated staff are responsible for the welfare of children during classes and academy activities. Parental responsibility remains with the parent or carer outside advertised class times.

Parents and carers are responsible for:

- Ensuring children arrive safely.
- Supervising children before classes begin.
- Collecting children promptly at the end of sessions.

RLDA accepts responsibility for children only during the advertised class or activity period.

### **8. Recognising Abuse**

RLDA recognises four main categories of abuse:

#### **Physical Abuse**

Physical harm caused deliberately to a child.

Examples include:

- Hitting
- Shaking
- Burning
- Poisoning
- Physical assault

#### **Emotional Abuse**

Persistent emotional maltreatment affecting a child's emotional development.

Examples include:

- Humiliation
- Intimidation
- Bullying

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- Rejection
- Excessive criticism

### **Sexual Abuse**

Involving a child in sexual activity, whether or not the child understands what is happening.

Examples include:

- Inappropriate touching
- Grooming
- Exploitation
- Exposure to sexual content

### **Neglect**

The persistent failure to meet a child's basic physical or emotional needs.

Examples include:

- Inadequate supervision
- Lack of food
- Lack of medical care
- Poor hygiene

All RLDA teaching staff hold safeguarding training appropriate to their role and understand how to recognise and respond to these forms of abuse.

## **9. Responding to Concerns and Disclosures**

If a child discloses information indicating they may be at risk:

Staff must:

- Remain calm.
- Listen carefully.
- Take the child seriously.
- Reassure the child that they have done the right thing by speaking up.
- Explain that the information may need to be shared with people who can help.
- Record what has been said using the child's own words where possible.
- Report the concern immediately to the DSL.

Staff must not:

- Promise to keep secrets.
- Ask leading questions.
- Investigate the matter themselves.
- Express shock or disbelief.

## **10. Reporting Procedures**

Where a safeguarding concern arises:

1. The concern should be reported immediately to the DSL.
2. A written record should be completed as soon as possible.
3. The DSL will assess the concern.
4. Where necessary, the DSL will contact Children's Social Care, the Police or other relevant agencies.
5. Records will be stored securely and confidentially.

Where there is an immediate risk of significant harm, staff should contact emergency services or Children's Social Care without delay.

## **11. Appropriate Physical Contact**

Dance may require limited physical contact.

Physical contact should always:

- Be appropriate to the activity.
- Be necessary for instruction or safety.
- Be explained beforehand where possible.
- Take place in an open environment.
- Respect the wishes and comfort levels of the student.

Reasons for appropriate physical contact may include:

### **A. Comfort and Reassurance**

Where a child is distressed and requires appropriate reassurance.

### **B. Demonstrating Technique**

To assist with posture, balance, positioning or movement.

### **C. Preventing Harm**

Where intervention is necessary to prevent injury to the child or others. Only the minimum reasonable force necessary may be used for safety reasons. Any incident involving physical restraint must be recorded in writing and reported immediately to the DSL.

Physical contact must never:

- Be excessive.

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- Cause unnecessary discomfort.
- Be aggressive, degrading or intimidating.
- Be sexual in nature.

### **12. Photography, Video and Social Media**

RLDA recognises the importance of protecting children's privacy.

- Written parental consent must be obtained before using photographs or videos of children.
- Images will only be used for legitimate academy purposes.
- Full names will not be published alongside images without additional consent.
- Images will be stored securely.
- Parents and carers may withdraw consent at any time.

Staff must not use personal social media accounts to communicate with students.

### **13. Online Safety**

RLDA is committed to promoting online safety.

This includes:

- Safe use of social media.
- Appropriate online communication.
- Protection from cyberbullying.
- Protection from online exploitation and grooming.

All online communication with pupils is not permitted, all communication is through parents or carers. Teachers are not permitted to befriend pupils on social media sites.

### **14. Data Protection and Confidentiality**

RLDA maintains records relating to:

- Emergency contacts
- Medical information
- Allergies
- Attendance
- Safeguarding concerns
- Accident and incident reports

Information is stored securely and processed in accordance with the Data Protection Act 2018 and UK GDPR. Confidential information will only be shared where necessary to safeguard a child or comply with legal obligations. Also refer to GDPR policy.

### **15. Accident and Incident Reporting**

All accidents, injuries and safeguarding incidents occurring during RLDA activities must be recorded.

Where appropriate:

- First aid will be administered.
- Parents or carers will be informed.
- Emergency services will be contacted.

All teachers have a telephone that is always available during classes and events for emergency use.

### **16. Policy Review**

RLDA is committed to reviewing safeguarding arrangements regularly to ensure compliance with current legislation and best practice.

**Policy Approved By:** Romy Hodges

**Position:** Principal / Designated Safeguarding Lead

**Date Approved:** 5/9/2026

**Next Review Date:** 5/09/2028

**A confidential recording sheet is provided below if the use if needed**

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## APPENDIX 1

Reporting Suspected Abuse - Confidential Recording Sheet

### Safeguarding Concern Record

|                                                             |                                  |
|-------------------------------------------------------------|----------------------------------|
| <b>Organisation:</b>                                        | <b>Name of Person Reporting:</b> |
| <b>Name of Child:</b>                                       | <b>Age &amp; Date of Birth:</b>  |
| <b>Parent's/Carer's name(s):</b>                            |                                  |
| <b>Home address/Tel no:</b>                                 |                                  |
| <b>Nature of Concern / Disclosure:</b>                      |                                  |
| <b>Action Taken:</b>                                        |                                  |
| <b>Reported to DSL:</b> <input type="checkbox"/> Yes        |                                  |
| <b>DSL Signature:</b>                                       | <b>Date of reporting:</b>        |
| <b>Signature of person Reporter's Signature: reporting:</b> | <b>Today's Date:</b>             |

## RLDA CHILD PROTECTION AND SAFEGUARDING POLICY

**Notes:** inc. Body Map for signs/evidence of physical abuse.

