Tanya's School of Dance

Safeguarding and Child Protection Policy

September 2026

Designated Safeguarding Lead (DSL): Nathan Ladyman

Dance School Principal: Kerry Williams

Chaperone Licence Holder: Kerry Williams

Staffing: All staff are DBS checked.

Policy review: Annually, or sooner following changes to legislation, statutory guidance or local safeguarding procedures.

1. Policy statement and commitment

Tanya's School of Dance is committed to providing a safe, inclusive and positive environment in which every child and young person can enjoy dance, develop their abilities and reach their potential without fear of harm, abuse, neglect, exploitation or discrimination.

The welfare of every child is paramount. Safeguarding is everyone's responsibility, and all staff, teachers, chaperones, volunteers and other adults working on behalf of the school have a duty to protect children and promote their welfare.

Tanya's School of Dance recognises that:

- Every child has the right to protection from abuse, regardless of age, disability, gender, race, religion, sexual orientation or background.
- All concerns about a child's welfare must be taken seriously and acted upon.
- Children must be listened to, respected and given opportunities to express their views.
- Children may experience abuse or harm within or outside the dance school, including within their own families, peer groups and online.
- Safeguarding concerns must never be ignored, dismissed or assumed to be someone else's responsibility.
- Early identification and appropriate action can help prevent further harm.

The school will work in accordance with Buckinghamshire Safeguarding Children Partnership (BSCP) procedures and will cooperate fully with Children's Services, the Police, the Local Authority Designated Officer (LADO) and other relevant safeguarding agencies.

2. Relevant legislation and guidance

This policy has been developed with reference to the following legislation and guidance:

- Children Act 1989 and Children Act 2004.
- Children and Social Work Act 2017.
- Working Together to Safeguard Children (2026 edition, where applicable).
- Keeping Children Safe in Education 2026 (KCSIE).
- Department for Education: Out-of-school settings: safeguarding guidance for providers.
- Buckinghamshire Safeguarding Children Partnership Multi-Agency Policies and Procedures (MAPP).
- Safeguarding Vulnerable Groups Act 2006.
- Protection of Freedoms Act 2012.
- Data Protection Act 2018 and UK GDPR.
- Equality Act 2010.
- Sexual Offences Act 2003.
- Relevant child performance and chaperoning legislation.

The policy will be updated whenever relevant statutory guidance, legislation or local procedures change.

3. Designated safeguarding responsibilities

Designated Safeguarding Lead (DSL): Nathan Ladyman

Nathan Ladyman is responsible for overseeing safeguarding and child protection throughout Tanya's School of Dance.

The DSL will:

- Act as the first point of contact for safeguarding concerns.
- Receive, record and assess concerns relating to children.
- Make referrals to Buckinghamshire Children's Services where appropriate.
- Contact the LADO regarding allegations or concerns about adults working with children.
- Maintain confidential safeguarding records.
- Ensure that concerns are followed up appropriately.
- Support staff and teachers in understanding their safeguarding responsibilities.
- Ensure safeguarding procedures are communicated and followed.
- Liaise with parents and carers where appropriate and safe to do so.
- Ensure relevant safeguarding training and policy reviews take place.

Dance School Principal: Kerry Williams

Kerry Williams is responsible for the overall management and operation of Tanya's School of Dance and has a responsibility to ensure that safeguarding is embedded throughout the organisation.

Kerry will support the implementation of this policy and ensure that all staff understand and follow the school's safeguarding expectations.

Kerry also holds a chaperone licence and is responsible for ensuring that appropriate chaperoning arrangements are in place for performances and other relevant activities.

If a safeguarding concern relates to Nathan Ladyman, the concern must be reported directly to Kerry Williams, provided she is not implicated. Where an allegation concerns either the DSL or the Principal, or there is any conflict of interest, the Buckinghamshire LADO must be contacted directly.

All staff have an individual responsibility to report concerns. They must never assume that another member of staff has already passed on information.

4. Recognising abuse and safeguarding concerns

Tanya's School of Dance recognises the four main categories of child abuse:

Physical abuse: May include hitting, shaking, throwing, poisoning, burning, scalding, drowning or otherwise causing physical harm to a child.

Emotional abuse: May include persistent emotional mistreatment, humiliation, intimidation, rejection, threats, bullying, coercive behaviour or making a child feel worthless or inadequate.

Sexual abuse: May involve forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes contact and non-contact abuse, exploitation, grooming and online sexual abuse.

Neglect: May involve the persistent failure to meet a child's basic physical or psychological needs, including inadequate supervision, food, clothing, shelter, medical care or emotional support.

Staff should also be alert to wider safeguarding concerns, including:

- Child-on-child abuse, bullying and harassment.
- Sexual harassment and inappropriate sexual behaviour.
- Child sexual exploitation and criminal exploitation.
- Grooming and trafficking.
- Domestic abuse within the family.
- Online abuse, cyberbullying and inappropriate contact.
- Radicalisation and extremism.
- Female genital mutilation (FGM).
- Honour-based abuse and forced marriage.
- Self-harm and serious mental health concerns.
- Discriminatory behaviour and harmful language.
- Peer pressure, coercion and inappropriate relationships.

Safeguarding concerns may present themselves through changes in a child's behaviour, attendance, confidence, emotional wellbeing or physical appearance. Staff should remain observant and take changes seriously.

5. Responding to a disclosure or concern

If a child makes a disclosure or a member of staff becomes concerned about a child's welfare, the following procedure must be followed.

Listen and reassure

- Remain calm and listen carefully.
- Allow the child to speak freely without interruption.
- Take the child seriously.
- Reassure them that they have done the right thing by speaking out.
- Explain that the information may need to be shared with people who can help keep them safe.
- Never promise to keep a disclosure secret.

Do not investigate

- Do not ask leading or suggestive questions.
- Do not press the child for additional details.
- Do not investigate the allegation yourself.
- Do not confront the person who may be responsible.
- Do not express disbelief or make judgements.

Only ask open questions where necessary to establish what the child is telling you, such as "Can you tell me what happened?"

Record the concern

As soon as possible, make a written record including:

- The child's name and date of birth, if known.
- The date, time and location of the disclosure or incident.
- What the child said, using their own words wherever possible.
- Any questions asked and the child's responses.
- Any visible injuries or concerning behaviour, described objectively.
- The names of anyone present.
- Any immediate action taken.

Records must be dated, signed and passed securely to the DSL.

Report the concern

All concerns must be reported to Nathan Ladyman without delay.

If the DSL is unavailable, or the concern relates to the DSL, staff must not wait for them to become available. They must contact the appropriate safeguarding authority directly.

If a child is in immediate danger, call 999.

The DSL will consider the appropriate next steps, including referral to Buckinghamshire Children's Services or the Police. The school will not delay a referral while attempting to establish whether the concern is substantiated.

6. Allegations or concerns about staff and adults

Tanya's School of Dance recognises that safeguarding concerns can arise in relation to any adult working with children, including teachers, chaperones, volunteers, contractors and other members of staff.

All allegations must be taken seriously, including those relating to behaviour outside the dance school.

An allegation must be referred to the LADO where an adult working with children is alleged to have:

- Behaved in a way that has harmed, or may have harmed, a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child in a way that indicates they may pose a risk of harm.
- Behaved in a way that indicates they may not be suitable to work with children.

All such allegations must be referred to the Buckinghamshire LADO within one working day. Staff must not attempt to investigate the allegation themselves.

The school will:

- Ensure the child is protected from further harm.
- Record the allegation accurately and confidentially.
- Contact the LADO for advice and guidance.
- Follow the LADO's instructions regarding next steps.
- Maintain appropriate confidentiality.
- Take any necessary interim safeguarding measures.
- Cooperate with any investigation.

Where an allegation concerns the DSL, the LADO must be contacted directly.

Where an allegation concerns the Principal, the DSL must not manage the matter internally without LADO advice.

Low-level concerns about adult behaviour must also be reported to the DSL, even where the behaviour does not meet the threshold for a formal allegation. These concerns will be recorded and considered appropriately.

7. Safer recruitment and DBS checks

Tanya's School of Dance is committed to ensuring that all adults working with children are suitable for their roles.

The school confirms that all current staff are DBS checked.

The school will:

- Ensure appropriate DBS checks are undertaken in accordance with the eligibility requirements of each role.
- Verify the identity of staff and relevant qualifications.
- Maintain appropriate records of DBS checks.
- Consider the suitability of any new staff, teachers or volunteers before they begin working with children.
- Ensure staff understand their safeguarding responsibilities.
- Take appropriate action if information arises that may affect an individual's suitability.

A DBS check does not, on its own, guarantee that an individual is suitable to work with children. Ongoing suitability, conduct and professional boundaries must be monitored.

Where a role constitutes regulated activity, the appropriate enhanced DBS and Children's Barred List checks must be obtained where legally eligible.

No adult may begin regulated activity with children until the required safeguarding checks have been completed.

8. Staff code of conduct and professional boundaries

All staff must maintain appropriate professional boundaries with children at all times.

Staff must:

- Treat every child with dignity and respect.
- Use appropriate language and behaviour.
- Never humiliate, threaten, intimidate or ridicule a child.
- Never use physical punishment or inappropriate physical contact.
- Avoid situations where an adult is alone with a child wherever reasonably possible.
- Never develop inappropriate personal or intimate relationships with pupils.
- Never exchange personal gifts or engage in secretive arrangements with children.
- Never contact children through personal social media accounts.
- Report any behaviour that causes concern.

Physical contact is sometimes necessary in dance tuition to demonstrate positioning, posture, technique or movement.

Where physical contact is required:

- It must be appropriate, necessary and proportionate.
- The teacher should explain what they intend to do before making contact.
- The child's comfort and consent must be considered.
- Alternative methods of demonstration should be used wherever possible.
- Contact must never be intrusive, inappropriate or unnecessary.

Children must never be pressured to accept physical contact.

9. Supervision, changing facilities and toilets

Tanya's School of Dance will take reasonable steps to ensure that children are appropriately supervised during classes, rehearsals and performances.

Staff must:

- Maintain appropriate supervision throughout activities.
- Ensure children are accounted for at the beginning and end of sessions.
- Never leave children unsupervised in changing areas or other inappropriate situations.
- Ensure children know which adults they can approach if they need help.
- Maintain appropriate boundaries when assisting children with clothing or costumes.

Where separate changing facilities are available, children should use appropriate designated areas.

Adults should not change alongside children in changing rooms.

Where assistance is required with changing, it should be provided in an appropriate, visible and respectful manner, taking account of the child's age and individual needs.

Staff should avoid entering changing areas unnecessarily. Where entry is required for safeguarding or welfare reasons, this should be managed sensitively and, wherever possible, with another appropriate adult aware.

Children should be encouraged to use toilet facilities independently where appropriate. Younger children who require assistance should receive it in a way that protects their dignity and safety.

10. Performances, competitions and chaperoning

Tanya's School of Dance recognises that performances, competitions, showcases and external events require additional safeguarding arrangements.

Kerry Williams holds a chaperone licence and will oversee appropriate chaperoning arrangements.

The school will ensure that:

- Children are supervised by suitable adults at all times.
- Appropriate chaperone arrangements are made in accordance with child performance legislation.
- Any required child performance licences or exemptions are confirmed with the relevant local authority.
- Children are signed in and out using appropriate procedures.
- Emergency contact details are available.
- Children are not left alone with members of the public or unauthorised adults.
- Dressing rooms and backstage areas are appropriately supervised.
- Children are not photographed or filmed without appropriate permission.
- Children are transported only under agreed and appropriate arrangements.
- Parents and carers receive clear information about arrival, collection and supervision.

A parent's presence at a performance does not automatically replace the need for a legally required approved chaperone.

Chaperones must understand their responsibilities and prioritise the welfare of the children in their care.

11. Photography, filming and social media

The school recognises the importance of protecting children's privacy and preventing inappropriate use of photographs and videos.

Tanya's School of Dance will:

- Obtain appropriate parental or carer consent before using photographs or videos for publicity.
- Respect any child or parent who does not wish their image to be used.
- Ensure photographs are appropriate and respectful.
- Avoid publishing children's personal information alongside images.
- Use authorised school communication channels.
- Never allow staff to use personal devices to take unauthorised photographs or videos of children.
- Never share inappropriate images or recordings.
- Ensure that photography at performances is subject to the school's arrangements and venue requirements.

Staff must not communicate privately with children through personal social media accounts or messaging platforms.

Where communication with children is necessary, it should take place through authorised school channels and with appropriate parental involvement.

12. Online safety

Tanya's School of Dance recognises that children may be exposed to online risks, including cyberbullying, grooming, exploitation, inappropriate content and unwanted contact.

The school will:

- Promote safe and responsible online behaviour.
- Ensure staff use appropriate communication channels.
- Respond to concerns about online abuse or exploitation.
- Report suspected grooming, exploitation or criminal activity to the appropriate authorities.
- Avoid sharing personal information about children online.

Any concerns relating to a child's online safety must be reported to the DSL.

13. Child-on-child abuse and bullying

The school does not tolerate bullying, harassment, intimidation, discrimination, sexual harassment or abusive behaviour between pupils.

This includes behaviour occurring during classes, rehearsals, competitions, performances, online communication and outside the school where it affects the safety and welfare of pupils.

All incidents will be taken seriously and dealt with sensitively.

Staff must:

- Listen to children who report concerns.
- Take appropriate action to protect those involved.
- Report incidents to the DSL.
- Record incidents accurately.
- Avoid dismissing harmful behaviour as banter or simply part of growing up.

Children who experience abuse or bullying will be supported. Children displaying harmful behaviour will also be supported and appropriate safeguarding action will be taken.

14. Missing children and collection arrangements

The school will take reasonable steps to ensure that every child is safely supervised and accounted for.

Parents and carers must provide accurate emergency contact details and inform the school of any changes to collection arrangements.

Staff must:

- Maintain accurate attendance records.

- Know which children are present at each session.
- Only release children to authorised adults in accordance with parental arrangements.
- Never allow a child to leave a session alone unless this has been expressly agreed by the parent or carer and is appropriate.
- Report any missing child immediately to the DSL.

If a child cannot be located, staff must initiate an immediate search of the premises and surrounding area while ensuring other children remain supervised.

If the child cannot be located promptly, the Police and parents or carers must be contacted as appropriate. Staff must not delay contacting the Police where there is reason to believe the child may be at risk.

15. Confidentiality and safeguarding records

All safeguarding information will be handled sensitively and securely.

The school will:

- Maintain accurate and confidential records of safeguarding concerns.
- Restrict access to safeguarding information to those who need it.
- Store electronic information securely and protect it with appropriate access controls.
- Keep paper records in a secure, locked location.
- Share information with relevant agencies when necessary to protect a child.
- Follow applicable data protection legislation.

Confidentiality must never prevent the sharing of information necessary to protect a child.

Safeguarding records must not be stored in general class registers or ordinary pupil files where they could be accessed inappropriately.

16. Equality, inclusion and additional vulnerabilities

Tanya's School of Dance is committed to ensuring that every child feels safe, valued and included.

The school recognises that some children may be particularly vulnerable to harm, including children with disabilities, children with additional needs, children experiencing family difficulties and children who may have communication barriers.

Staff must make reasonable adjustments where necessary and ensure that safeguarding arrangements meet the needs of individual children.

No child should be treated less favourably or excluded from safeguarding support because of their background, identity or circumstances.

17. Whistleblowing

All staff have a responsibility to raise concerns about unsafe practice, inappropriate behaviour or failures in safeguarding arrangements.

Staff should normally report concerns to Nathan Ladyman.

If the concern relates to the DSL, it should be reported to Kerry Williams, provided she is not implicated.

If a member of staff feels unable to raise a concern internally, or believes it has not been dealt with appropriately, they may contact the relevant safeguarding authority or LADO directly.

Staff will be supported in raising genuine concerns and must not be subjected to detrimental treatment for doing so.

18. Safeguarding training and awareness

All staff must understand their safeguarding responsibilities and know how to report concerns.

Tanya's School of Dance will ensure that:

- All staff are made aware of this policy.
- Staff understand the signs and indicators of abuse.
- Staff know how to respond to disclosures.
- Staff know how to contact the DSL.
- Staff understand professional boundaries and appropriate conduct.
- Relevant safeguarding training is undertaken and refreshed.
- The DSL maintains appropriate safeguarding knowledge and training.

All staff should familiarise themselves with the safeguarding principles in KCSIE 2026, particularly Part One, as a benchmark for recognising and responding to safeguarding concerns.

19. Policy monitoring and review

This policy will be reviewed annually by the DSL and Dance School Principal.

An earlier review will take place if:

- Legislation or statutory guidance changes.
- Buckinghamshire safeguarding procedures are updated.
- A safeguarding incident identifies a need for change.
- The organisation's activities or arrangements change significantly.

All staff will be informed of significant changes and provided with updated guidance where necessary.

20. Buckinghamshire safeguarding contacts

The following contacts should be used when a safeguarding concern requires external advice or referral.

Buckinghamshire First Response Team (MASH)

For concerns about a child's safety or welfare

01296 383 962

Monday–Thursday: 9am–5.30pm

Friday: 9am–5pm

Out of hours: 0800 999 7677

Buckinghamshire Emergency Duty Team

Report a concern about a child

Local Authority Designated Officer (LADO)

For allegations or concerns about adults working with children

01296 382 070

Email: secure-LADO@buckinghamshire.gov.uk

Referrals must be made within one working day where the allegation meets the LADO threshold.

Buckinghamshire procedures for managing allegations

Emergency services

Police: 999 – immediate danger or emergency.

Police: 101 – non-emergency police matters.

Buckinghamshire Council+2

Where a child lives outside Buckinghamshire, the relevant local authority safeguarding team must also be considered. The appropriate referral route should be confirmed with the relevant safeguarding partnership.

21. Further safeguarding guidance

This policy should be read alongside the following resources:

1. Keeping Children Safe in Education 2026
2. DfE – Out-of-school settings safeguarding guidance
3. Buckinghamshire Safeguarding Children Partnership – MAPP procedures
4. NSPCC – Safeguarding in the dance sector
5. NSPCC – Safeguarding in the performing arts

22. Policy approval

This policy has been prepared for Tanya's School of Dance and should be formally approved by the Dance School Principal and DSL before publication.

Approval	Details
Dance School	Tanya's School of Dance
Designated Safeguarding Lead	Nathan Ladyman
Principal	Kerry Williams
Chaperone Licence Holder	Kerry Williams
Date adopted	To be completed
Review date	November 2027

Dance School Principal: Kerry Williams

Designated Safeguarding Lead: Nathan Ladyman