



SAFEGUARDING & CHILD PROTECTION POLICY

2026–2027

Policy owner	UC Dance
Effective from	1 September 2026
Review date	September 2027
Applies to	All staff, teachers, freelancers, assistants, volunteers, chaperones and relevant visitors/contractors
Children	Everyone under 18

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1. Purpose and commitment

UC Dance is committed to providing a safe, welcoming, inclusive and positive environment in which every child and young person can learn, dance, perform and develop.

Safeguarding applies to classes, rehearsals, private lessons, performances, competitions, trips, workshops, exams, open days, changing/waiting areas, online teaching and communication, photography and filming, and other activities carried out on behalf of UC Dance.

Every adult working with UC Dance has a responsibility to act when they are concerned about a child's welfare. The guiding approach is: Listen. Believe. Record. Report. Act.

2. Legal and guidance framework

This policy is designed with reference to the current safeguarding framework in England, including Keeping Children Safe in Education 2026, Working Together to Safeguard Children 2026, the Children Acts 1989 and 2004, the Education Act 2002, the Safeguarding Vulnerable Groups Act 2006, the Protection of Freedoms Act 2012, relevant DBS guidance, the Equality Act 2010, UK GDPR/Data Protection Act 2018 and applicable EYFS safeguarding requirements where relevant.

UC Dance will review this policy at least annually and sooner where legislation, statutory guidance, local safeguarding arrangements or the nature of UC Dance activities changes.

3. Scope and responsibilities

This policy applies to directors/owners, dance teachers, freelance teachers, teaching assistants, student assistants, volunteers, chaperones, competition staff, administrative/reception staff, workshop leaders, contractors and relevant visitors.

Safeguarding is not solely the responsibility of the DSL. Every adult must know how to raise a concern and must act promptly.

4. Designated Safeguarding Lead

UC Dance will appoint a Designated Safeguarding Lead (DSL) and, where possible, a Deputy DSL.

DSL name: Amanda Skevington Telephone: 07960248192 Email: ucdance17@gmail.com

Deputy DSL: Libbie Stokes

The DSL receives concerns, considers next steps, maintains safeguarding records, coordinates safeguarding training, supports staff, liaises with safeguarding agencies and ensures appropriate referrals are made. Staff must not delay action because the DSL is unavailable.

5. Recognising abuse and safeguarding concerns

Safeguarding concerns can involve physical abuse, emotional abuse, sexual abuse, neglect, bullying, child-on-child abuse, exploitation, online harm, domestic abuse, radicalisation, harmful sexual behaviour, grooming, discrimination or other threats to a child's welfare.

One sign alone does not prove abuse. Staff should record and report concerns rather than trying to diagnose or investigate them.

6. Responding to a child disclosure

DO: stay calm; listen; take the child seriously; allow them to speak; reassure them they have done the right thing by telling someone; explain that you may need to tell someone who can help; record the concern promptly; report it to the DSL.

DO NOT: promise secrecy; investigate; ask leading questions; challenge an alleged perpetrator; tell the child they are mistaken; ask them to repeat the story unnecessarily; attempt to resolve the matter yourself.

If a child is in immediate danger, call 999. Safeguarding action must not be delayed while waiting for the DSL.

7. Recording and information sharing

Safeguarding records must be factual, dated, secure and confidential. Record what was seen or heard, the child's own words where possible, actions taken and who was informed.

Information should be shared only with people who need it to protect the child. UC Dance will share information when necessary and lawful to safeguard a child, including with children's social care, police, health professionals, safeguarding partners or other relevant agencies.

8. Professional boundaries and physical contact

Adults must maintain professional boundaries. They must not form inappropriate relationships with children, use secretive communication, invite children to their homes, give inappropriate gifts or use children as emotional support.

Physical contact can sometimes be necessary in dance, ballet, acrobatics, partnering, corrections or injury prevention. It must be necessary, proportionate, professional and appropriate to the child's age, the movement and the teaching context. Verbal explanation should be used where practical. Unnecessary or inappropriate contact is prohibited.

9. One-to-one lessons, changing and toilets

Private lessons should take place in an observable environment where possible, with the parent/carer aware of the time and location. Doors should not be locked. Communication must remain professional.

Staff must respect privacy in changing areas and toilets. Photography or filming in changing areas or toilets is prohibited. Where an adult must enter a changing area for a safeguarding or emergency reason, another appropriate adult should accompany them where practical.

10. Online safety, social media, photography and AI

Staff must use approved communication channels and maintain professional online boundaries. Private or inappropriate messaging with children is prohibited.

Photography and filming must be authorised, appropriate, securely managed and consistent with consent arrangements. No photography or filming is permitted in changing areas or toilets.

UC Dance recognises risks from AI-generated images, deepfakes, manipulated photographs, online harassment, impersonation and sharing of intimate images. Children should be encouraged to report concerns and must not be blamed or shamed for seeking help.

11. Behaviour, bullying and child-on-child abuse

UC Dance does not tolerate bullying, harassment, discrimination, intimidation, harmful sexual behaviour, physical aggression, online abuse or other harmful child-on-child behaviour.

Behaviour must not be dismissed as 'banter', 'just a joke' or 'children being children'. Concerns must be reported to the DSL.

Discipline must never involve physical punishment, humiliation, threats, intimidation or public shaming.

12. Equality, inclusion and additional vulnerabilities

UC Dance is committed to an inclusive environment and will challenge discriminatory or degrading behaviour. Children with disabilities, SEND, communication difficulties, medical needs, care experience, previous trauma or other vulnerabilities may require additional safeguarding consideration.

Staff must ensure that children who communicate differently have appropriate opportunities to report concerns.

13. Recruitment, DBS and 2026 supervision change

UC Dance will use safer recruitment proportionate to each role, including appropriate identity checks, references, employment/qualification checks and DBS checks where eligible.

From 1 September 2026, the supervision exemption for regulated activity with children has been removed in England and Wales. Some people who were previously outside regulated activity because they were sufficiently supervised may now fall within regulated activity if the work is frequent enough or overnight.

UC Dance will review the actual duties, frequency and circumstances of each role, including teaching assistants, student assistants, regular volunteers, freelance teachers, coaches, workshop staff and chaperones where relevant. The change does not mean every person around children automatically requires a new DBS check.

14. Freelancers, assistants and volunteers

Freelancers, assistants and volunteers must comply with this policy and receive appropriate safeguarding induction. Their DBS eligibility must be assessed according to their actual role.

Teaching assistants and student assistants must maintain professional boundaries, follow the lead teacher's instructions and report concerns. They must not take safeguarding decisions beyond their role.

15. Shows, competitions, trips and chaperones

UC Dance will plan safeguarding arrangements for shows, competitions, trips and workshops, including attendance, responsible adults, changing arrangements, travel, emergency contacts, medical information, photography, venue procedures and collection arrangements.

Chaperones must know the safeguarding lead, maintain appropriate supervision, respect privacy, keep children accounted for and report concerns immediately. Overnight activities require additional safeguarding planning.

16. Health, first aid and missing children

UC Dance will maintain appropriate first-aid arrangements. Injuries must be managed promptly and recorded. Unusual or concerning injuries must also be considered as safeguarding matters.

If a child is missing, inform the responsible adult/DSL immediately, check the last known location and agreed safe areas, contact venue security where relevant, contact the parent/carers as appropriate and call police/emergency services where there is concern for immediate safety.

17. Allegations against adults and low-level concerns

Any allegation that an adult working with UC Dance has harmed a child, may have harmed a child, committed a relevant criminal offence or behaved in a way that may pose a risk to children must be reported immediately. The person receiving the allegation must not investigate it.

Where appropriate, UC Dance will contact the Local Authority Designated Officer (LADO) and/or other safeguarding agencies in accordance with local procedures.

Low-level concerns about adult behaviour must also be recorded and reviewed. Examples include unnecessary physical contact, favouritism, inappropriate language, excessive personal communication or repeated boundary concerns.

18. Whistleblowing and escalation

Staff may raise concerns if safeguarding practice is being ignored, a child is at risk, an adult is behaving inappropriately or procedures are not being followed.

If the concern involves the DSL or management, staff should use an alternative safeguarding route, including the relevant local authority or safeguarding agency. No one should be treated unfairly for raising a genuine safeguarding concern.

19. Training, monitoring and review

All staff working with children will receive safeguarding induction and appropriate ongoing training. Induction covers the policy, DSL, reporting, boundaries, physical contact, photography/social media, confidentiality and DBS responsibilities.

The DSL/management will regularly audit DBS status, training, incident records, risk assessments, photography permissions, chaperone arrangements, private lessons, social media procedures and safeguarding contacts.

This policy will be reviewed annually or sooner if guidance, legislation, local procedures or UC Dance activities change.

20. Staff Safeguarding Declaration

I confirm that I have read and understood the UC Dance Safeguarding & Child Protection Policy 2026–2027 and understand my responsibility to safeguard children.

- ☐ Read the UC Dance Safeguarding & Child Protection Policy.
- ☐ Know who the Designated Safeguarding Lead is.
- ☐ Know how to report a safeguarding concern.
- ☐ Understand professional boundaries and physical contact expectations.
- ☐ Understand photography, filming and social media procedures.
- ☐ Understand confidentiality and information sharing.
- ☐ Understand how to respond to a child disclosure.
- ☐ Understand that safeguarding concerns must be reported promptly.
- ☐ Understand the procedure for concerns about another adult.
- ☐ Understand my role's DBS requirements.

Name: _____

Role: _____

Signature: _____

Date: _____

Appendix A: Safeguarding Reporting Flowchart

1. I have a concern about a child.
 2. Is the child in immediate danger? YES → Call 999, then inform the DSL/appropriate safeguarding lead.
 3. If not immediate danger → report the concern to the DSL as soon as possible.
 4. Make a factual written record.
 5. The DSL considers appropriate action, which may include advice, monitoring, discussion with a parent/carer where appropriate, referral to children's social care, police or another safeguarding agency.
- Never investigate the concern yourself.

Appendix B: Safeguarding Concern Form

Child's name: _____

Date: _____

Time: _____

Location: _____

Person reporting: _____

What happened / what was observed?

What did the child say? (Use their own words where possible)

Action taken / who was informed

DSL informed at: _____

Signature: _____

Date: _____

Appendix C: Low-Level Concern Form

Date: _____

Adult concerned: _____

Role: _____

Child/children involved: _____

Description of concern

Context / relevant information

Action taken / review

Reviewed by: _____

Date: _____

Outcome: _____

Appendix D: DBS Role Audit

Role	Works with children?	Frequency	Regulated activity assessment	DBS level	Reviewed
Dance teacher	☐ Yes ☐ No	_____	_____	_____	☐
Freelance teacher	☐ Yes ☐ No	_____	_____	_____	☐
Teaching assistant	☐ Yes ☐ No	_____	_____	_____	☐
Student assistant	☐ Yes ☐ No	_____	_____	_____	☐
Volunteer	☐ Yes ☐ No	_____	_____	_____	☐
Chaperone	☐ Yes ☐ No	_____	_____	_____	☐
Workshop teacher	☐ Yes ☐ No	_____	_____	_____	☐
Competition staff	☐ Yes ☐ No	_____	_____	_____	☐

Note: DBS eligibility must be assessed against the actual role and current DBS guidance. The September 2026 supervision change does not automatically mean every person working around children requires a new DBS check.

Appendix E: Staff Quick Reference

RECOGNISE • RESPOND • REASSURE • RECORD • REPORT • REFER

DO

- Stay calm and listen.
- Take concerns seriously.
- Reassure the child they did the right thing by speaking up.
- Record facts promptly.
- Report to the DSL.
- Call 999 if a child is in immediate danger.

NEVER

- Promise secrecy.
- Investigate yourself.
- Ask leading questions.
- Ignore a concern.
- Gossip about safeguarding matters.
- Confront an alleged perpetrator yourself.

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