

Bovingdon Dance Academy Ltd

Child Protection & Safeguarding Policy

Last Updated: April 2026

Next Review: April 2027

Designated Safeguarding Lead (DSL): Nikki Stewart

Deputy Safeguarding Lead: Karen Tower

1. Policy Statement

At **Bovingdon Dance Academy (BDA)**, we are committed to safeguarding and promoting the welfare of all children and young people in our care.

We recognise our responsibility to provide a safe, supportive and inclusive environment, and to respond appropriately to any concerns regarding a child's welfare, both within and, where appropriate, beyond the dance school environment.

We believe that every child should feel safe, valued and respected, and we take our duty of care seriously across all classes, rehearsals, events and communications.

2. Key Principles

- The welfare of the child is paramount.
 - All children, regardless of age, background or ability, have the right to protection from harm.
 - Safeguarding is the responsibility of everyone involved in BDA.
 - All concerns, suspicions or disclosures will be taken seriously and responded to promptly and appropriately.
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3. Aims of the Policy

- To provide children and young people with a safe and supportive environment at BDA
- To ensure staff and volunteers understand how to recognise and respond to safeguarding concerns
- To promote a culture of openness, respect and accountability
- To ensure appropriate procedures are in place to manage concerns effectively

4. Types of Abuse

Abuse can take a number of forms, including:

- **Physical abuse** – causing physical harm or injury
- **Emotional abuse** – persistent emotional mistreatment affecting a child's development
- **Sexual abuse** – involving a child in sexual activity
- **Neglect** – failure to meet a child's basic physical or emotional needs

Staff and volunteers are expected to remain vigilant to signs of any form of harm.

5. Good Practice Guidelines

BDA promotes best safeguarding practice at all times. All staff and volunteers are expected to maintain high standards of professional conduct and act as positive role models.

This includes:

- Treating all students equally, with dignity and respect
- Prioritising wellbeing over performance or competitive outcomes
- Building positive, trusting relationships that allow children to feel safe sharing concerns
- Maintaining appropriate professional boundaries at all times
- Ensuring any physical contact is appropriate, clearly explained, and carried out in an open environment with the student's consent
- Encouraging a positive, inclusive and supportive class environment
- Providing constructive feedback in a respectful manner
- Recognising individual limits and avoiding excessive physical or emotional pressure
- Ensuring appropriate supervision at all times during classes and events
- Keeping accurate records of injuries, incidents and parental consents
- Ensuring all staff hold appropriate DBS checks and relevant training

Staff should always behave in a way that reflects the values and professionalism of BDA.

6. Practices to Be Avoided

The following should be avoided unless absolutely necessary and, where possible, with prior agreement:

- Spending excessive time alone with a child
- Transporting a child alone in a private vehicle
- Taking a child to your home

7. Practices Never to Be Sanctioned

The following are not acceptable under any circumstances:

- Any form of inappropriate or non-consensual physical contact
- Sexually suggestive comments or behaviour
- Rough, physical or provocative games
- Allowing inappropriate language or behaviour to go unchallenged
- Emotional abuse, intimidation or humiliation
- Failing to act on a concern, disclosure or allegation
- Sharing accommodation with a child
- Inviting a child to your home unsupervised

8. Photography & Filming

- Written parental consent is obtained for photography and video where required
- Images are used appropriately and sensitively
- No identifying personal information is shared alongside images
- All content is stored securely
- Any concerns regarding photography or filming should be reported to the DSL

9. Safer Recruitment

BDA is committed to safe recruitment practices:

- All staff and volunteers must hold a valid and up-to-date DBS check
- Identity and relevant qualifications are verified
- References are obtained where appropriate

10. Responding to Concerns or Allegations

All staff and volunteers have a duty to act on safeguarding concerns.

- Any concern, suspicion or disclosure must be reported immediately to the DSL (Nikki Stewart)
- It is not the role of staff to investigate, but to report concerns clearly and promptly
- A written record must be made as soon as possible

If a concern involves the DSL, or if appropriate action has not been taken, concerns should be reported directly to:

- **Hertfordshire Children's Services** (0300 123 4043)
- **NSPCC Helpline** (0808 800 5000)

Individuals raising concerns in good faith will always be supported.

11. Bullying & Harassment

Bullying of any kind is not tolerated at BDA.

We aim to:

- Create an environment where children feel safe to speak out
 - Take all concerns seriously and act promptly
 - Support both the child affected and address the behaviour of others involved
 - Maintain clear records of incidents and actions taken
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12. Online Safety

- Online communication is conducted through appropriate and secure platforms
 - Teachers maintain professional boundaries at all times
 - Direct one-to-one communication with students is avoided wherever possible
 - Parental awareness and involvement is encouraged
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13. Recording & Confidentiality

- All safeguarding concerns are recorded and stored securely
 - Information is shared only on a need-to-know basis
 - Confidentiality is respected, but cannot be guaranteed where a child is at risk of harm
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14. Whistleblowing

Staff and volunteers are encouraged to report any concerns about poor or unsafe practice.

Concerns can be raised with the DSL or, where appropriate, externally via:

- **NSPCC Whistleblowing Advice Line:** 0800 028 0285
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15. Local Safeguarding Contacts

Hertfordshire Children's Services

 0300 123 4043 (24 hours)

 www.hertfordshire.gov.uk

16. Policy Review

This policy will be reviewed annually or sooner if required due to changes in legislation, guidance or operational practice.