

CAISTER SCHOOL OF DANCE

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CHILD PROTECTION POLICY – January 2025

This document sets out parameters for child protection used within the Caister School of Dance for the purpose of dance lessons, dance examinations and Dance Shows, This should be used by teachers, assistant teachers and parent helpers when dealing with children and vulnerable adults within the organization

The objective of Caister School of dance is to provide dance lessons for the local community regardless of gender, age race, religious belief or disability. Children under 18 and vulnerable adults can be involved in these activities and their welfare is a priority

Those in contact with children and vulnerable people within the organisation are expected to operate the procedures concerning

- data protection
- procedures at events
- photography or video making

Any employees paid or voluntary will be familiar with and apply the relevant procedures concerning the above

Caister School of Dance aims to create a positive learning environment, whilst treating all children equally, with respect and dignity. We aim to put the welfare of each child first, An open communication is encouraged and physical, sexual or emotional abuse is to be avoided, Any instance of concern should be reported to Sydney Woods for immediate action. If there is a concern regarding the Sydney Woods please report this to the local authority designated officer (LADO) information from LADO@norfolk.gov.uk. Children will be taught in a safe and secure environment by registered, insured and DBS checked teachers. Where class assistants or parent helpers during shows are used, they will be under the direct supervision of the teacher. During shows, chaperones who are aware of the procedure to be used at the event will supervise the children, a suitable ratio of child to adult applied and no visitors allowed backstage. Adults allowable backstage will be identified by badges. Male and female areas for changing will be provided. Children must be sign in and out at all events and contact details must be available with the registered chaperones. A first aider will be present at all events

We can only be responsible for the children during lesson times. Parents of younger children usually may remain on the premises during lesson times, but in the event of the child being left they should not leave the premises until a responsible adult collects them.

Permission needs to be granted for photographs or video production and any parent who objects to their child being photographed/filmed has the right to request their child not be included upon notifying the school in writing before the event. No video of a performance is allowable, except by the official designated dvd producer.

Safeguarding is an important concern to Caister School of Dance and teachers undergo safeguarding training.

This policy will be reviewed and updated on a regular basis.