



The Miss Breeze School of Dance

Policies

SAFEGUARDING POLICY

The Miss Breeze School of Dance is committed to ensuring a safe, positive and nurturing environment for children and young people.

We recognise our responsibility to safeguard the welfare of children and we understand that it is our duty to recognise and report potential maltreatment. Every teacher, volunteer and parent within the school has a vital role to play in safeguarding.

The Purpose of the Policy:

- To provide a framework for safeguarding the children who are pupils of The Miss Breeze School of Dance.
- To provide guidance and understanding of procedures for all members of The Miss Breeze School of Dance, including teachers, paid staff, volunteers, anyone working on behalf of the school and parents.

We understand that:

- The welfare of the child takes priority.
- All children, regardless of age, disability, gender, racial heritage and religious belief have the right to equal protection from all types of harm or abuse.
- It is our responsibility to safeguard the children who participate in dance classes and events organised and attended by The Miss Breeze School of Dance
- It is our responsibility to report suspected maltreatment and abuse, this includes suspected maltreatment or abuse that is happening outside of the setting.
- It is essential that staff, volunteers and parents are confident with the procedures they should adopt in the event that they suspect a child or young person may be experiencing, or be at risk of experiencing harm.

We will seek to safeguard children and young people by:

- Valuing them, listening to and respecting them.
- Adopting safeguarding guidelines through procedures and safe working practice for staff and volunteers.
- Recruiting teachers and volunteers safely, ensuring all necessary checks are made
- Sharing information about safeguarding, child protection and safe working practice with children, parents, staff and volunteers.
- Sharing information about concerns with appropriate agencies and involving parents and children appropriately.

- Training staff and volunteers to report any concerns to the designated Safe Guarding Lead, even if they think their concern is only small or even if they doubt their concern; staff will understand that their small piece of information might be part of a larger picture that the designated staff have and could help them to properly safeguard a child.
- Recording all concerns into a short form and acted on them accordingly.
- Ensuring a minimum of 3 people are present, including the Teacher, for classes or rehearsals eg 1 teacher and 2 students.
- Ensuring for private 1 to 1 rehearsals that the child's parent, or a DBS checked helper, is present.
- Reviewing the policy annually every January through a diarised schedule.
- Carrying out up to date risk assessments at locations where classes are held.
- Making sure staff and volunteers read, understand and follow all procedures.
- Ensuring no unauthorised people are permitted during classes unless a copy of an enhanced child DBS has been checked beforehand. If an unauthorised person does enter during the class, the teacher will stop teaching and politely ask the person to leave, explaining the safeguarding policy to them.

Staff Management & Recruitment Policy

- We will ensure that all teachers have two references and relevant current DBS checks, first aid and safeguarding training.
- All volunteer chaperones are DBS checked and supported by safeguarding trained chaperones.
- Providing effective management for staff and volunteers through supervision, support and training
- A high standard of duty of care to protect the students is created through guidance and training to help all staff and volunteers understand the safeguarding Policies and putting them into action.
- Staff and volunteers will receive a copy of the Safeguarding Policy and Code of Conduct and will sign a form to confirm they have received, read and understood.
- All staff and volunteers will be given up to date contact details of the Designated Safeguarding team.

Physical contact Policy:

- When teaching, physical contact must only be used when necessary and must always be carried out with due care and consideration of the child
- For corrections, teachers may make gentle physical contact, without force, with arms (including hands and shoulders) and from the knees downwards. Any physical contact above the knee or with the torso must only be used after all verbal and demonstrating teaching methods have been tried. The teacher will ask the student "would like me to adjust your (e.g. hip)?", giving them the option to say yes or no. At this point the minimum amount of physical contact will be used, without force, and with due sensitivity and awareness of the needs of the particular individual.
- If a student is particularly upset and requires a level of comforting this must be done in the presence of other students/helpers/parents.

- Hugs are not to be initiated by teachers/staff. If a child hugs a teacher/volunteer, the teacher/volunteer can return the hug with hands on the child's back, as long as this is in the presence of other students/helpers/parents
- For acro dance where it is essential for appropriate physical contact for certain acrobatic moves, we will have a form for parents to sign. Additionally, verbal consent will be asked of the students each time any physical contact is made.
- Students and parents are encouraged to discuss any worries with a teacher or one of the Safeguarding team.

Staff whistleblowing Policy

- The Miss Breeze School of Dance is committed to creating a culture of openness, where the child's welfare is at the centre of all decision making and where staff feel a strong sense of duty to voice concerns about other members of staff
- Staff/Volunteers must notify the Designated Safe Guarding Lead, or Deputy Lead, with any concerns they have with a member of staff or volunteers.
- If they have concerns about the Designated Safe Guarding Lead or Deputy Lead they should contact Oxfordshire's Local Authority Designated Officer (LADO) on 01865 810603

Health and Safety Policy

We seek to ensure children, staff, parents and visitors are not at risk of danger, harm or injury. We do this through regular risk assessments of venues and safe teaching practice.

Social Media Policy

- Staff or volunteers under no circumstances are permitted to friend students on social media and are not to have any online/messaging/text contact directly with students.
- If a student attempts to make contact with staff or volunteers through social media, the staff member/volunteer must NOT respond to the student. Instead they should report it to the Safeguarding Lead. The parents/guardians will be notified so they can remind their child of the code of conduct.

Appropriate Content Policy

- Anyone under 18 is a child and therefore routines must not be adult in nature
- Staff will ensure all music is clean with appropriate lyrics
- Costumes and dance content must be age appropriate, not suggestive
- Dances must not explore adult themes

Anti-Bullying Policy

All form of bullying including online bullying will not be tolerated at The Miss Breeze School of Dance.

The Bullying of a student to another student will be taken seriously and addressed immediately.

Procedure for addressing bullying within the school:

1. The initial step is to speak to all students involved and listen to all sides. If it is appropriate to deal with the issue in a low key manner, a verbal warning and reminder of the Code of Conduct will be given. Support will be offered to any student who may have been affected. If bullying is dealt with during a class, the students will be kept as separate as possible for the remainder of the class or the student or students who are in breach of the code of conduct may be asked to sit out the class, whilst remaining in the class.
2. If bullying continues after a verbal warning, the parents of all students involved will be notified and all parties will be required to meet to try to find a solution and a positive plan of action to stop incidents happening again.
3. If bullying still continues after this point the parents of the student or students who are bullying will receive a written warning.
4. If bullying continues after a written warning, the student/s will be permanently excluded from The Miss Breeze School of Dance.

Bullying outside of The Miss Breeze School of Dance setting:

If we have been notified that bullying is going on between students outside of The Miss Breeze school of dance we would keep the children involved as separate as possible whilst under our supervision. We would also aim to promote kindness and supportiveness during the classes.

Low Level Concern Policy

Any teacher, volunteer or parent with any concern, no matter how small it may seem, should bring their concern to the Designated Safeguard Lead or Deputy Safeguard Lead. All concerns will be heard and acted on in appropriate and proportionate manner.

Concerns about an adult working with children

Parents/teachers/volunteers can report concerns about teachers/volunteers to the Local Authority Designated Officer (LADO) on 01865 810603 but we encourage all concerns to also be brought to the Miss Breeze School of Dance safeguard or deputy safeguard lead for concerns to be dealt with as quickly as possible.

Child Protection Policy

If a member of staff, volunteer or parent suspects that a child may be being mistreated or abused, or be at risk of being abused, or if they have concerns about a member of staff, they must report this to our Designated Safeguarding Lead or Deputy Safeguarding Lead. It is imperative that any concern is reported, no matter how small.

Safeguarding Lead
Breeze de Albuquerque
07554304544
info@missbreezedance.co.uk

Deputy Safeguarding Lead
Charlotte Russell
07891732735
charlotteerussell@yahoo.co.uk

If someone suspects a child is in immediate danger they must call: 999