**Levels Dance School Child protection and safeguarding 2017**

Our aim at Levels Dance School is to provide fun yet challenging dance classes to children aged 4+. We offer students a comfortable, fair and open-minded class environment in which all students and teachers are valued as equal individuals.

The welfare of children is paramount, especially in a world of evolving technology and social media. To protect their welfare, all students at Levels Dance School are looked after according to the following Safeguarding policy regardless of age, gender, race, religion, ability or additional needs.

Any suspicions or allegations of abuse, be it physical, emotional, sexual or neglect, will be reported to Kim (dance school principal) and the relevant local authorities appropriately.

**Safeguarding policy statement**

Levels Dance School has a duty of care to safeguard all children at the dance school from harm. All children (under 18) have a right to protection and the needs of children with additional needs or English as a foreign language will be taken into account as they are particularly vulnerable.

With guidance from the following policies and legislations:

Children Act 1989

Children Act 2004

Safeguarding Children and Young People 2014

Working together to safeguard children 2015

Levels Dance School will ensure the safety and protection of all students through good and safe dance teaching practice. Staff will make informed and confident responses to any child protection issues that may arise.

*Levels Dance School staff will always:*

* Maintain an open and honest environment
* Treat all students equally and with dignity
* Put the welfare of students first, before “winning” and success in dance alone. By this we mean that success in dance and achieving good results will be a by-product, the child’s welfare is essential
* Build balanced relationships based on mutual trust, therefore empowering children to share in the decision-making process
* Make dance fun and enjoyable with an emphasis on team work and transferrable skills to help with child development.
* Only use physical correction when necessary – and if used, ensure that this physical correction is given only with the permission of the child and in line with the Royal Academy of Dance “Safe touch” factsheet which is available on the Levels Dance School website.
* Keep up to date with technical skills, qualifications and insurance, first aid, DBS disclosure, child protection and all other relevant areas of dance teacher training.
* Offer parents/ guardians the opportunity to discuss their child’s progress in class when required to make the learning process as transparent as possible.
* Be an excellent role model to young people.
* Offer positive feedback and constructive help rather than negative and disheartening criticism.
* Recognise the needs and capabilities of each student, avoiding excessive training or “pushing” them against their will.
* Administer basic first aid in class times when appropriate.
* Record all first aid/ accidents/ incidents clearly in the green record book.
* Only transport students with verbal or written consent from their parents/ guardians.

*Staff at Levels Dance School will never:*

* Accept the use of inappropriate language in dance class or around students outside of class
* Tolerate bullying in any form
* Upset a child as a form of control. Children should never be frightened of their teacher
* Engage in physical or rough games with students
* Engage in inappropriate touching
* Ignore any allegations or suspicions of abuse
* Use video/ imagery of students inappropriately. It is for use as a training or advertising tool only.

*Staff misconduct:*

If you have a concern relating to a member of staff at Levels Dance School, please report it to Kim (dance school principal) in the first instance. Alternatively, the local authority will provide helpful information on how to report it. The NSPCC also has a very informative website [www.nspcc.org.uk](http://www.nspcc.org.uk)

*Filming and photography policy:*

* All parents select Y/N consent to photography in class when they complete the enrolment form.
* Photographs are occasionally uploaded to the Private Facebook page and will be done so according to the “training and advertising” photography consent. If you wish to remove permission for your child to be in a photograph on the Facebook page, please inform Kim as soon as possible and your enrolment form will be updated
* Selected photos, especially celebrating achievements, will be uploaded onto the Levels Dance School website. If you have any concerns about images of your child on the website, please inform Kim immediately and they will be removed.
* All school shows are recorded for the DVD, if a child cannot be named in this production please inform Kim at the first instance, however if they cannot be filmed or photographed then they cannot be in the show
* During school shows, all personal filming and photography is prohibited
* During watching days (the class at the end of term) photography is permitted, filming is not. However, any photos you take that have other children in cannot be uploaded to social media sites unless full permission has been gained from the relevant parents/ guardians

This policy will be reviewed and updated annually.

Thank you for your continued support of Levels Dance School.

Here are the contact details for Kim if you have any further queries:

Tel: 07713024559

E-mail: tullochkim@gmail.com

Website: <http://levelsdanceschool.weebly.com>

Address: 52 Brendon Court, Ilminster Road, Taunton TA1 2DR