



Safeguarding Procedures

Surrey Community Dance is committed to safeguarding and protecting the welfare of all members of our school and we take the following measures to help to protect the children under our care:

- Undertake appropriate checks for all members of staff and volunteers to ensure their suitability to work with children and young people. This includes DBS checks for all staff members and volunteers.
- Su Codman (Administrator) maintains the registers and reports any concerns about absence to the Principal.

Staff members are alert to signs of abuse and the course of action to take should they suspect abuse.

- They will ensure the school's Health and Safety procedure is implemented and enforced.
- Surrey Community Dance undertakes to review their policies and procedures annually.

Concerns about members of the school community (staff, pupils and parents)

- Should there be any concerns about any member of the school community this must be brought to the attention of the Administrator (su Codman) or The Principal (Shani Nash) immediately.
- Where the concern is about the Principal, Childrens' Services should be contacted immediately (see below) for contact details for Surrey Childrens' Services.

- **Appendix: useful contacts**

- **Child employment office** 01483 517838
 - **Child employment manager** 01483 518464 07971 664861
 - **Multi Agency Safeguarding Hub** 0300 470 9100
 - **Children's Services emergency duty team** (out of hours) 01483 517898
 - **Out of hours phone:** 01483 517898 to speak to our **emergency duty team**

Appropriate physical contact

Teaching dance is a physical activity, a teacher will sometimes need to make physical contact with a student to show an idea or to correct the pupil's position. This can include:

- Adjusting arms, legs, rib cage, hips, feet, hands
- Moving one student in relation to another

Wherever contact is required, we will always let the student know what we are going to do and abide their wishes regarding any form of contact.

Supervision

- Parents and guardians are not permitted in the hall during lessons (except for watching weeks). The Principal and the teacher in charge may make special dispensation.
 - All teaching spaces can be viewed from outside of the hall via windows.
- We require parents to remain on the premises in which lessons are taking place for primary and pre-primary students. There is a waiting area at the hall

Photography, Filming and Social Media

Photographs and video footage taken by the school

- Photographs and video footage taken by the school will only be used for marketing purposes and to celebrate achievement. They will only be used in an official school capacity (eg. school website, newsletters, promotional material and school social media accounts.)
 - Permission is requested on the Contact Details form when pupils and participants commence classes with the school. Parents or guardians are welcome to withdraw permission at any stage.
- All pupils and participants featured in photographs or recordings must be appropriately dressed for the activity they are undertaking.
- All photographs and video footage will be taken by the Principle, Administrator or specific named person.
 - We undertake to keep all photos and videos secure. Password secure.
- If photographs are published, no individual should be able to be identified by any attached data.

Photographs and video footage taken by the pupils, parents or guardians:

- Parents and guardians are permitted to take photographs and film during end of term watching week or school performances.
- Parents will be made aware of the school's policy with regards to photograph and videoing during such events and invited to make contact if they have concerns.

- Photographs and filming must only take place in the studio. No photographs can be taken in changing areas
- Please do not share images of other children or other participants without the consent of the pupil's parents or guardians first being obtained.
- Pupils, participants, parents and guardians must be willing to delete images or recordings if requested to do so by another member of the school community.
- Where children may be adopted or in foster care the wishes of the family will be discussed.