

## **Second City School of Dance Child Protection Policy**

### **1. Introduction**

Second City School of Dance is committed to ensuring the safety and well-being of all children and young people who participate in our dance programs. This Child Protection Policy outlines our commitment to creating a safe and nurturing environment, free from harm, and to supporting staff and volunteers in recognizing and responding to concerns about a child's welfare.

### **2. Purpose of the Policy**

This policy aims to:

- Protect children from any form of harm or abuse while attending dance classes.
- Ensure all staff, volunteers, and stakeholders understand their roles and responsibilities in safeguarding children.
- Promote a culture of transparency, accountability, and respect.

### **3. Scope**

This policy applies to all staff, volunteers, contractors, students, and parents associated with Second City School of Dance. It covers all activities, both on-site and off-site, where children are involved in dance classes, performances, events, and other activities.

### **4. Key Principles**

- The welfare of the child is paramount.
- All children, regardless of age, disability, gender, race, religion, or cultural background, have the right to be protected from abuse.
- We are committed to providing a safe and supportive environment for children to develop their skills and talents.
- We recognise that all staff and volunteers play a vital role in safeguarding and promoting the welfare of children.

### **5. Definitions of Abuse**

The following are the types of abuse that this policy aims to protect children from:

- **Physical Abuse:** Any physical harm or injury caused intentionally or through neglect.
- **Emotional Abuse:** The consistent emotional maltreatment that harms a child's emotional development.
- **Sexual Abuse:** Any form of sexual activity or exploitation involving a child.
- **Neglect:** The persistent failure to provide for a child's basic physical and emotional needs, leading to harm.

### **6. Safeguarding Procedures**

- **Staff Recruitment:** All staff and volunteers will undergo a thorough recruitment process, including background checks, interviews, and reference checks, to ensure their suitability to work with children.
- **Training:** All staff and volunteers will receive child protection training to recognize the signs of abuse and how to respond appropriately. Refresher courses will be held annually.
- **Reporting Concerns:** Any concerns about the welfare of a child must be reported immediately to the Designated Safeguarding Lead (DSL), who will follow the appropriate steps, including contacting the necessary authorities if required. The DSL at Second City School of Dance is:  
**Name:** Deanne Cope  
**Email:** [secondcitydance@gmail.com](mailto:secondcitydance@gmail.com)  
**Phone:** 07527524000
- **Handling Disclosures:** If a child discloses any concerns or reports abuse, the staff member must remain calm, listen carefully, and reassure the child. They should not make promises of confidentiality and must report the disclosure to the DSL.

## 7. Code of Conduct for Staff and Volunteers

To ensure a safe environment, all staff and volunteers are expected to adhere to the following code of conduct:

- Treat all children with respect and dignity.
- Never engage in inappropriate or excessive physical contact with a child.
- Avoid situations where they are alone with a child, and ensure that activities are supervised by multiple responsible adults.
- Use positive reinforcement and appropriate disciplinary methods.
- Do not make inappropriate comments or jokes.
- Always maintain professional boundaries, ensuring a clear separation between personal and professional relationships.

## 8. Parent and Guardian Involvement

We encourage open communication with parents and guardians. We will:

- Provide parents with a copy of the Child Protection Policy and any relevant procedures.
- Encourage parents to share any concerns they may have regarding their child's safety or well-being.
- Promote safe transportation practices for children coming to and from dance classes.

## 9. Risk Assessment

We will conduct regular risk assessments for all activities involving children to ensure their safety. These will include:

- Assessing potential risks in the dance studio environment.
- Reviewing the safety of off-site events, including transportation and accommodations.

- Ensuring that staff are trained to respond to emergencies.

## **10. Monitoring and Review**

This policy will be reviewed annually or sooner if there are significant changes in the law, regulations, or any incidents. Any changes to the policy will be communicated to all staff, volunteers, and be available on our website parents to access at all times.

## **11. Confidentiality and Record Keeping**

All concerns or disclosures regarding child protection will be treated with the utmost confidentiality. Information will only be shared with relevant authorities or individuals on a "need-to-know" basis. Accurate records will be kept of all concerns, actions taken, and outcomes.

## **12. Conclusion**

Second City School of Dance is dedicated to providing a safe, respectful, and positive environment for all children who participate in our programs. We believe that by working together with staff, parents, and the community, we can ensure the well-being and protection of every child.

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### **Signed by:**

**Name:** Deanne Cope

**Position:** Principal

**Date:** 08/03/2025