

HW Dance Safeguarding & Child Protection Policy

SG-2026-27-v1

Organisation: HW Dance · Policy owner: Harriet Wise, Owner, HW Dance · Safeguarding Leads: Emma King and Natalie Gray · Policy approved by: Harriet Wise · Date approved: 30th June 2026 · Scheduled review date: 30th June 2027

1. Purpose of this Policy

HW Dance is committed to providing a safe, positive and supportive environment for all children and young people who attend our classes, workshops, rehearsals, performances and events.

The purpose of this policy is to explain how HW Dance will safeguard and promote the welfare of children, how concerns will be managed, and what staff, coaches, assistants, volunteers and parents/carers can expect from us.

This policy applies to all HW Dance activities, including regular dance classes, Cheer training, after-school provision, holiday clubs, workshops, private lessons, performances, competitions and any other activity delivered by or on behalf of HW Dance.

2. Scope

This policy applies to:

- HW Dance owners, teachers, coaches and assistants.
- Freelance teachers and visiting instructors.
- Volunteers and helpers.
- Parents, carers and guardians.
- Children and young people attending HW Dance activities.
- Any other adult working with or on behalf of HW Dance.

For the purpose of this policy, a child is anyone under the age of 18.

3. Our Safeguarding Commitment

HW Dance believes that:

- The welfare of the child is paramount.
- All children have the right to be protected from harm, abuse, neglect and exploitation.
- All children should be treated with dignity, respect and fairness.
- Safeguarding is everyone's responsibility.
- Concerns must be taken seriously and acted upon promptly.
- Children should feel safe, listened to and able to speak up if something is wrong.

HW Dance will take reasonable steps to ensure that children are protected while in our care and that adults working with children understand their responsibilities.

4. Designated Safeguarding Leads

HW Dance has appointed named Safeguarding Leads who are responsible for supporting safeguarding practice across HW Dance. The Safeguarding Leads are responsible for:

- Acting as the main point of contact for safeguarding concerns.
- Recording and managing safeguarding concerns.
- Deciding whether concerns need to be referred to children's social care, the police, the Local Authority Designated Officer, or another relevant agency.
- Supporting staff, coaches and volunteers with safeguarding questions.
- Ensuring safeguarding procedures are understood and followed.
- Keeping safeguarding records secure and confidential.
- Ensuring this policy is reviewed at least annually.
- Safeguarding Lead: Emma King — Contact number: **[Insert number]** — Email: **[Insert email]**
- Safeguarding Lead: Natalie Gray — Contact number: **[Insert number]** — Email: **[Insert email]**

If a Safeguarding Lead is unavailable and there is an immediate risk of harm, staff must contact emergency services by calling 999.

5. Types of Safeguarding Concerns

Safeguarding concerns may include, but are not limited to:

- Physical abuse.
- Emotional abuse.
- Sexual abuse.
- Neglect.
- Bullying, including cyberbullying.
- Peer-on-peer abuse.
- Online safety concerns.
- Grooming or exploitation.
- Radicalisation or extremism.
- Domestic abuse affecting a child.
- Self-harm or suicidal thoughts.
- Inappropriate behaviour by an adult.
- A child going missing from a class or activity.
- Concerns about a child's home circumstances.
- Concerns arising from something a child says, does, draws, writes or displays.

Staff are not expected to investigate concerns themselves. Their responsibility is to listen, record and report concerns to a Safeguarding Lead.

6. What Staff Should Do if a Child Makes a Disclosure

If a child tells a member of staff something that may indicate abuse, harm or neglect, staff must:

- Stay calm and listen carefully.

- Reassure the child that they have done the right thing by speaking up.
- Avoid asking leading questions.
- Do not promise to keep the information secret.
- Explain that the information may need to be shared with people who can help keep them safe.
- Record the child's words as accurately as possible.
- Report the concern to a Safeguarding Lead as soon as possible.
- Contact emergency services immediately if the child is in immediate danger.

Staff must not investigate the allegation themselves or speak to the alleged person responsible unless instructed by a Safeguarding Lead or appropriate safeguarding authority.

7. Recording Safeguarding Concerns

All safeguarding concerns must be recorded as soon as possible. Records should include:

- The child's full name.
- Date of birth, if known.
- Date and time of concern or disclosure.
- Name of the person recording the concern.
- What was seen, heard or reported.
- The child's own words, where possible.
- Any visible injuries or changes in behaviour.
- Any action taken.
- Who the concern was reported to.
- Date and time of reporting.

Safeguarding records must be factual, clear, dated and signed. Records must be stored securely and only shared with those who need to know.

8. Reporting and Escalation Procedure

Where there is a safeguarding concern, the following process should be followed:

- Staff member identifies or receives a concern.
- Staff member reports the concern to a Safeguarding Lead as soon as possible.
- The Safeguarding Lead reviews the concern and decides the appropriate action.
- If required, the Safeguarding Lead contacts the relevant local safeguarding children partnership, children's social care, police, school safeguarding lead, Local Authority Designated Officer, or emergency services.
- The Safeguarding Lead keeps a secure record of all decisions and actions taken.

If a child is at immediate risk of harm, staff must call 999. If the concern relates to a Safeguarding Lead, the concern must be reported to Harriet Wise, Owner of HW Dance, or directly to the appropriate local safeguarding authority.

9. Allegations Against Staff, Coaches, Volunteers or Helpers

Any allegation or concern about the behaviour of an adult working with children at HW Dance must be taken seriously. This may include:

- Behaving in a way that has harmed or may have harmed a child.
- Possibly committing a criminal offence against or related to a child.
- Behaving towards a child in a way that indicates they may pose a risk of harm.
- Breaching professional boundaries.
- Using inappropriate language, physical contact or communication.

Concerns must be reported to a Safeguarding Lead immediately. If the allegation relates to a Safeguarding Lead, it must be reported to Harriet Wise, Owner of HW Dance, or directly to the appropriate local safeguarding authority. HW Dance will seek advice from the Local Authority Designated Officer where appropriate.

10. Safer Recruitment and Staff Suitability

HW Dance will take reasonable steps to ensure that adults working with children are suitable for their role. This may include:

- Appropriate identity checks.
- References, where applicable.
- Enhanced DBS checks, where applicable to the role.
- Checking qualifications, training and experience.
- Ensuring staff understand HW Dance safeguarding expectations.
- Ensuring staff are clear on appropriate boundaries with children.
- Providing induction and ongoing safeguarding updates.

Freelance teachers, coaches and visiting instructors may be required to provide evidence of appropriate safeguarding training, DBS status, insurance and relevant qualifications.

11. Staff Code of Conduct

All staff, coaches, assistants and volunteers must:

- Treat children with respect and dignity.
- Act professionally and appropriately at all times.
- Avoid favouritism.
- Use appropriate language.
- Maintain professional boundaries.
- Avoid unnecessary physical contact.
- Use physical contact only where necessary, appropriate and connected to teaching safely.
- Avoid being alone with a child where this can reasonably be avoided.
- Report any concerns immediately.
- Follow HW Dance policies and procedures.

Staff must not:

- Humiliate, threaten, intimidate or belittle a child.
- Use inappropriate, sexualised or discriminatory language.
- Share personal contact details with children unless authorised for a specific safeguarding or operational reason.
- Communicate privately with children through personal social media accounts.
- Take photographs or videos of children on personal devices unless specifically authorised.
- Transport a child alone unless agreed by the parent/carer and HW Dance, and only where appropriate safeguards are in place.

12. Supervision of Children

HW Dance will aim to provide appropriate supervision for children during classes and activities. Children remain under the supervision of HW Dance during the scheduled class or activity time. Parents/carers are responsible for ensuring children are dropped off and collected on time.

Where a child needs to leave the class for any reason, such as illness, distress, toileting, behaviour concerns, injury or safeguarding concerns, staff will manage this in a safe and appropriate way.

Where possible, two adults should be present or within sight/hearing when supporting an individual child outside the main class. Where this is not possible, staff must act transparently and ensure a Safeguarding Lead or another appropriate adult is informed.

13. Collection, Late Collection and Authorised Independent Leave

Children must be collected by a parent, carer or authorised adult unless written authorisation has been provided by a parent or guardian for the child to leave independently.

Parents/carers should inform HW Dance in advance if someone different will collect their child. If staff are unsure whether an adult is authorised to collect a child, the child will not be released until confirmation has been obtained from the parent/carer.

Where authorisation has been obtained from a parent or guardian, children will be permitted to leave HW Dance's care to make their own way home or, during prolonged sessions, to go to the shop for refreshments if required. This authorisation must be appropriately recorded by HW Dance. Where a parental or guardian waiver is in place and the child has left the premises in line with that authorisation, HW Dance has no continued responsibility for the child once they have vacated the premises.

If a child is not collected on time and does not have authorised permission to leave independently, HW Dance will:

- Attempt to contact the parent/carer.
- Contact emergency contacts if the parent/carer cannot be reached.
- Keep the child supervised by an appropriate adult.
- Escalate to a Safeguarding Lead if there are concerns about the child's welfare.
- Contact children's social care or the police if the child remains uncollected and no responsible adult can be contacted.

14. Missing Child Procedure

If a child is believed to be missing during an HW Dance activity:

- Staff will check the immediate area, including toilets, changing areas, waiting areas and exits.
- A member of staff will remain with the rest of the group.
- A Safeguarding Lead or class lead will be informed immediately.
- Parents/carers will be contacted.
- If the child is not found quickly, or there is concern for their safety, the police will be contacted by calling 999.
- A written incident record will be completed.

15. Emergency Evacuation and Escape Plan

In the event of an emergency requiring evacuation, HW Dance staff will prioritise the safety of children, staff and any visitors. Examples of incidents that may require evacuation include:

- Fire.
- Gas leak.
- Structural issue.
- Serious threat or violent incident.
- Medical emergency requiring space or removal from danger.
- Any other situation where remaining in the building is unsafe.

HW Dance operates from different venues, and staff should follow the relevant venue evacuation plan.

15.1 Victoria Hall

For attendance at Victoria Hall, children will be calmly and safely taken through the fire escape. The initial place of safety will be the Akeman pub located next door.

Depending on the severity or nature of the incident, and where further safety or support is required, children may be taken over the road to the police station. This police station escalation point applies to Victoria Hall only due to its proximity to the police station.

15.2 Bishop Wood School

For Bishop Wood School classes, children will be taken out through the fire escape or the classroom side door, depending on the safest available route at the time. The assembly point will be the school field assembly point.

15.3 General Evacuation Procedure

During any evacuation:

- Staff will calmly instruct children and maintain supervision.
- Staff will follow the safest available exit route.
- Staff will take a register and account for all children.
- Emergency services will be contacted where required.

- Parents/carers will be contacted as soon as it is safe and practical to do so.
- Children will remain supervised until they are safely collected or until emergency services advise otherwise.
- No child should be left unsupervised during an evacuation.

This same principle applies where an individual child needs to be removed from the class environment for safety, welfare, medical or safeguarding reasons. Where appropriate, the child may be taken to the designated place of safety for that venue.

16. Individual Child Removal from Class

There may be occasions where an individual child needs to be removed from the class environment. This may include:

- A medical issue.
- A first aid need.
- Emotional distress.
- Behaviour that presents a risk to themselves or others.
- A safeguarding concern.
- A need for immediate separation from another child or adult.
- An emergency affecting the safety of the class.

Where possible:

- The child will be supported by a suitable adult.
- The child will remain in sight or hearing of another adult where practical.
- The parent/carer will be contacted if appropriate.
- A Safeguarding Lead will be informed if the concern relates to safeguarding, welfare or risk.
- A written record will be completed where the incident is significant.

If there is immediate danger, staff will contact 999.

17. First Aid Policy

HW Dance will take reasonable steps to manage injuries, accidents and illness during classes and activities. Coaches, teachers or staff with first aid training may administer first aid within the capability level associated with their qualification and training. First aid may include:

- Basic wound care.
- Use of plasters or dressings.
- Ice packs where appropriate.
- Supporting a child who feels unwell.
- Responding to minor injuries.
- Calling emergency services for serious incidents.

Parents/carers will be contacted where:

- A child is injured.

- A child becomes unwell.
- A child requires further medical attention.
- Staff believe the parent/carer should be informed.
- Emergency services are contacted.
- The injury involves the head, face, neck, back or another higher-risk area.
- The child is distressed or unable to continue safely.

If staff believe urgent medical attention is required, they will call 999. Parents/carers will be contacted as soon as possible. All significant accidents, injuries and first aid treatment must be recorded.

18. Medication

HW Dance will not usually administer medication unless this has been agreed in advance with the parent/carer and appropriate written information has been provided.

Parents/carers must inform HW Dance of any medical conditions, allergies, injuries or care needs that may affect the child's participation.

Emergency medication, such as inhalers or adrenaline auto-injectors, should be clearly labelled and accessible where needed.

19. Health, Safety and Risk Management

HW Dance will take reasonable steps to provide a safe environment for children. This includes:

- Checking dance spaces before use.
- Removing or reporting hazards.
- Ensuring children are appropriately supervised.
- Managing class sizes safely.
- Ensuring activities are suitable for the age, ability and needs of the children.
- Encouraging appropriate clothing and footwear.
- Recording accidents and incidents.
- Maintaining emergency contact information.
- Reviewing risks for performances, workshops and off-site activities.

Parents/carers are responsible for ensuring HW Dance has up-to-date medical, emergency contact and collection information for their child.

20. Photography, Video and Social Media

HW Dance may use photography or video for teaching, promotional, website or social media purposes where appropriate consent has been obtained. Photography and social media consent will be managed through a parent or guardian waiver. This waiver will be signed and renewed each year by the parent or guardian, or updated when HW Dance requests updated information.

HW Dance will:

- Avoid using images in a way that may place a child at risk.

- Avoid identifying children by full name alongside images unless specifically agreed.
- Store images and videos appropriately.
- Control storage locations carefully to reduce the risk of unexpected or unauthorised distribution of imagery.
- Ensure images and videos are only used for appropriate HW Dance purposes, such as teaching, promotion, website content, social media, performance material or parent communication.

Staff must take care when capturing, storing or sharing images and videos and must follow HW Dance's consent and storage arrangements.

21. Online Safety and Communication

HW Dance will use appropriate communication channels when contacting parents/carers and, where relevant, older students. Staff should not privately message children through personal social media accounts. Where digital communication is needed, it should be:

- Appropriate and professional.
- Related to HW Dance activities.
- Sent through approved channels.
- Directed to parents/carers where the child is under 18, unless otherwise agreed for a specific and appropriate reason.

Any online safeguarding concerns must be reported to a Safeguarding Lead.

22. Behaviour, Bullying and Peer-on-Peer Abuse

HW Dance expects all children to treat each other with kindness and respect. Bullying, discrimination, intimidation, harassment, physical aggression or inappropriate sexualised behaviour will not be tolerated.

Concerns about behaviour between children will be taken seriously and may be managed as safeguarding concerns where appropriate. HW Dance may speak with parents/carers, record incidents, put support measures in place, or remove a child from an activity where this is necessary to protect the safety and wellbeing of others.

23. Equality, Inclusion and Additional Needs

HW Dance aims to provide an inclusive environment where children are treated fairly and respectfully. Parents/carers should inform HW Dance of any additional needs, medical conditions, disabilities, access requirements, communication needs or support strategies that may help their child participate safely.

HW Dance will make reasonable adjustments where possible and practical, while maintaining the safety and wellbeing of all children.

24. Confidentiality and Information Sharing

Safeguarding information will be handled sensitively and shared only with those who need to know. However, confidentiality cannot be promised where a child may be at risk of harm. HW Dance may

share information with relevant agencies, such as children's social care, the police, a school safeguarding lead or emergency services, where this is necessary to protect a child.

Safeguarding records will be stored securely.

25. Crisis Management Plan

A crisis is any serious incident that may threaten the safety, welfare, reputation or normal operation of HW Dance. Examples of a crisis may include:

- Serious injury or medical emergency.
- Fire or building evacuation.
- Missing child.
- Allegation against a staff member.
- Safeguarding disclosure involving immediate risk.
- Violent, threatening or aggressive behaviour.
- Intruder or unsafe adult on site.
- Major incident near the premises.
- Severe weather or travel disruption.
- Death or serious harm connected to an HW Dance activity.
- Significant online, media or reputational incident.

25.1 Crisis Management Priorities

In any crisis, HW Dance will prioritise:

- Protecting children from immediate harm.
- Contacting emergency services where required.
- Accounting for all children and staff.
- Providing first aid or medical support where appropriate.
- Contacting parents/carers.
- Preserving accurate records.
- Reporting to safeguarding agencies where required.
- Communicating clearly and calmly.
- Reviewing the incident afterwards and improving procedures.

25.2 Immediate Crisis Response

In the event of a crisis, the class lead or most senior person present should:

- Assess immediate danger.
- Move children away from risk if safe to do so.
- Call 999 if there is immediate danger, serious injury, fire, violence, threat, or a missing child.
- Follow the emergency evacuation plan if the building or class area is unsafe.
- Take the register and account for all children.
- Inform a Safeguarding Lead or the business owner as soon as possible.

- Contact parents/carers when safe and appropriate.
- Keep children calm, supervised and away from unnecessary distress.
- Record key times, actions and decisions.

25.3 Evacuation During a Crisis

Where a crisis requires evacuation, staff should follow the venue-specific emergency evacuation and escape plan set out in Section 15 of this policy.

25.4 Communication During a Crisis

HW Dance will aim to communicate with parents/carers as soon as it is safe and practical.

Communication should be:

- Calm.
- Factual.
- Brief.
- Non-speculative.
- Focused on child safety.
- Respectful of confidentiality.

Only the business owner, Safeguarding Lead or nominated person should communicate externally on behalf of HW Dance during a significant incident. Staff should not post about incidents on social media or discuss confidential details with other parents, children or third parties.

25.5 Parent/Carer Notification

Parents/carers will be contacted where:

- Their child is injured or unwell.
- Their child has been involved in a significant incident.
- There has been an evacuation.
- Emergency services have been contacted.
- There is a safeguarding concern involving their child, unless doing so could place the child at further risk or interfere with advice from safeguarding authorities.
- Collection arrangements need to change due to the incident.

25.6 Media or Social Media Attention

If an incident attracts public, media or social media attention:

- Staff must not comment publicly.
- Any enquiries should be directed to the business owner or nominated person.
- No child should be identified publicly.
- Confidential safeguarding information must not be shared.
- Advice should be sought from appropriate authorities where required.

25.7 Post-Incident Review

After any significant incident, HW Dance will review:

- What happened.
- Whether children and staff were kept safe.
- Whether emergency procedures were followed.
- Whether parents/carers and agencies were contacted appropriately.
- Whether records were completed.
- Whether any policy, training, staffing or premises changes are needed.

The review should be documented and stored securely.

26. Training and Awareness

HW Dance will ensure staff and volunteers understand their safeguarding responsibilities. This may include:

- Safeguarding induction.
- Reading this policy.
- Safeguarding training appropriate to role.
- First aid training where appropriate.
- Regular updates and reminders.
- Clear escalation routes for concerns.

Staff should ask a Safeguarding Lead if they are unsure what to do.

27. Relevant Contacts

- Emergency services: 999
- Police non-emergency: 101
- NSPCC Helpline: 0808 800 5000
- Childline: 0800 1111
- Safeguarding and concerns: 0300 123 4043 (available 24/7 for urgent safeguarding concerns)
- Dacorum Services for Young People — Phone: 01442 454060, Text: 07507 240475
- Nearest police station for Victoria Hall: 19 High Street, Tring, Hertfordshire, HP23 5AA

Emergency places of safety:

- Victoria Hall: Akeman pub next door via the fire escape. If required due to the severity or nature of the incident, children may be taken over the road to the police station.
- Bishop Wood School: out through the fire escape or classroom side door, depending on the safest available route, and onto the school field assembly point.

28. Policy Review

This policy will be reviewed at least annually, or sooner if:

- There is a significant safeguarding incident.
- There are changes in legislation or guidance.
- HW Dance changes its operating model.

- A review identifies improvements.
- There are changes to venue, staffing, emergency arrangements or safeguarding contacts.

The next scheduled review date is 30th June 2027.

29. Declaration

All staff, coaches, assistants, volunteers and relevant contractors must read and follow this policy. By working with HW Dance, adults involved in our activities agree to uphold our safeguarding expectations and act in the best interests of children at all times.
