**Protect UK Policy for Project Elite Dance Academy**

**1. Introduction**

This policy outlines the commitments, processes, and procedures in place at [Dance School Name] to ensure the safety, welfare, and protection of all students, staff, and visitors. It applies to all members of the school, including staff, contractors, students, and volunteers. The school is committed to creating a safe, supportive, and welcoming environment for all individuals.

The school follows the best practices and guidance set by the UK government, local authorities, and relevant safeguarding agencies to maintain a secure environment. This includes procedures for safeguarding, whistleblowing, staff training, equipment checks, and emergency preparedness, including terrorism-related incidents.

**2. Safeguarding and Child Protection**

The safety and well-being of all students are of utmost importance. We are dedicated to safeguarding children and young people and will act in the best interests of the child at all times.

The school has appointed a Designated Safeguarding Lead (DSL) responsible for ensuring that safeguarding procedures are followed. The DSL is available to provide advice and support for staff members and students who may have safeguarding concerns.

All staff, including teachers, administrative personnel, and volunteers, must undergo safeguarding training annually. This includes training on recognizing signs of abuse (physical, emotional, sexual), neglect, and the importance of keeping children safe both in and out of school.

Reporting Concerns: Staff must immediately report any concerns or allegations of abuse, neglect, or harm to the DSL. The school follows a clear procedure for reporting safeguarding concerns, ensuring timely and appropriate action is taken.

**3. Whistleblowing Policy**

This policy ensures that staff, students, and parents can raise concerns about any unethical behaviour, misconduct, or safety risks without fear of retaliation. Whistleblowers are encouraged to report concerns about:

- Inappropriate behaviour

- Concerns about student safety and welfare

- Misuse of school resources

- Violations of the school's policies

**Procedure for Whistleblowing:**

Anonymous Reporting: Whistleblowers may choose to report anonymously. However, we encourage open and honest dialogue.

Reporting Channels: Concerns can be reported to the DSL, school management, or via a dedicated whistleblowing hotline/email.

Investigation Process: All reports will be taken seriously and investigated thoroughly. An independent investigator may be appointed where necessary.

**Protection for Whistleblowers:**

Confidentiality: The school will protect the identity of the whistleblower, wherever possible.

Non-Retaliation: No one will face negative consequences for reporting a concern in good faith, and any act of retaliation will result in disciplinary action.

**4. Terrorism Preparedness**

Although the likelihood of a terrorist attack is low, it is essential to have a clear plan in place to ensure the safety and protection of all students and staff.

Emergency Evacuation Plans: The school has a comprehensive emergency evacuation plan that includes specific procedures for responding to a terrorism-related incident. This plan is reviewed and practiced regularly with all staff and students.

Risk Assessment: The school conducts regular risk assessments to identify potential vulnerabilities and mitigate the risk of terrorism. The school's management team will review these assessments and act where necessary.

Staff Responsibilities: Staff must be aware of emergency procedures related to terrorism, including evacuation protocols, lockdown procedures, and how to assist students during such incidents.

Suspicious Activity Reporting: All members of the school community are encouraged to report any suspicious activities or behaviours to the authorities. Staff members should be vigilant and trained to recognize signs of potential terrorism-related threats.

**5. Staff Checks and Training**

The recruitment and selection process at the school ensures that all staff members are suitable for working with children.

Enhanced DBS Checks: All staff, volunteers, and contractors who work closely with students must undergo enhanced Disclosure and Barring Service (DBS) checks. This includes all individuals involved in teaching, assisting, or supervising students in any capacity.

Annual Safeguarding Training: In addition to the initial safeguarding training, all staff must complete annual refresher courses to stay up to date with child protection and safeguarding protocols.

First Aid Training: Several staff members will be trained in first aid and emergency medical response, ensuring that assistance is available in case of an accident or injury.

CPD (Continuing Professional Development): All staff must participate in ongoing professional development, including training on best practices in teaching, health and safety, and any other relevant areas.

**6. Equipment and Facilities Checks**

To ensure the safety of students and staff, the school implements a robust system for equipment and facilities checks.

Health and Safety Checks: The school conducts regular inspections of all classrooms, studios, and outdoor areas to ensure they meet health and safety standards. This includes checks for fire hazards, electrical safety, and the condition of equipment.

Dance Equipment: All equipment used in classes, such as dance floors, mats, and props, are regularly checked for safety. Any damaged equipment is repaired or replaced immediately.

Fire Safety: All fire exits, and safety equipment are inspected and maintained. Staff are trained in fire safety procedures, including the use of fire extinguishers and how to assist students during an evacuation.

Risk Assessments for Activities: Before any special activity, event, or trip, a full risk assessment is conducted to identify potential hazards and put safety measures in place.

**7. School Policies**

The following policies are integral to the effective running of the school and maintaining a safe and secure environment:

Health and Safety Policy: Outlines the procedures for maintaining a safe school environment, addressing any risks, and managing accidents or incidents.

Equal Opportunities and Anti-Discrimination Policy: Ensures that all students and staff are treated fairly, with respect for their diversity and differences.

-Student Behaviour Policy: Sets expectations for student behaviour and outlines consequences for any breaches of the code of conduct, including bullying and harassment.

Attendance Policy: Outlines the expectations for student attendance, including procedures for reporting absences and managing chronic absenteeism.

Data Protection and Privacy Policy: Ensures that the personal data of students, staff, and parents is securely stored and managed in compliance with data protection laws.

Special Educational Needs (SEN) Policy: Ensures that students with additional learning needs are supported.

**8. Conclusion**

At Project Elite Dance Academy the protection of our students, staff, and visitors is a top priority. We are committed to providing a safe and nurturing environment where everyone can thrive. We expect all members of the school community to uphold these policies and work together to maintain a secure and supportive space for learning.

If you have any concerns or questions regarding this policy, please contact the Designated Safeguarding Lead or any member of the school management team.

Signed:

Lucy Chilton

Principal, Project Elite Dance Academy

Date: 11/2/25