



Safeguarding Policy

All teachers are given a copy of updated Risk Assessment (RA) at start of each academic year. In addition, incoming Teachers are given a copy of CDTA Teaching Guidelines and general Safety Guidelines. This Safeguarding statement is part of the Risk Assessment and pulls together all the elements that pertain to the safeguarding of those in our care.

Parents are encouraged via regular Newsletters to raise any concern about their child's welfare with the Principal. Any concerns raised would be passed on to all teaching staff, discussed at regular Staff Meetings and appropriate action taken.

- **Personal Safety** of teachers, students, parents, siblings is covered in existing RA and in Safety Guidelines given to parents of New Starters, displayed on School Notice Board and published regularly to parents. Teachers have First Aid Certificates and basic First Aid kit is available at all times.
- **Recognising Abuse** – teachers are encouraged to become Registered Chaperones with their appropriate local authority; this vetting procedure includes a short course on recognising signs of abuse. There are also a number of non-teaching Registered Matrons who act as Chaperones at CDTA performances who would also be expected to be alert to the signs. Any concerns would be raised with the Principal, discussed at regular Staff Meetings and appropriate action taken. Where appropriate, the Principal would make contact with the Child Employment and Safeguarding services at Surrey CC to determine a way forward.
 - **Physical & Sexual Abuse** – If a teacher had any concerns, they would initially be raised with the Principal and then further action taken.
 - **Eating Disorders** – The Principal and Teachers are alert to the warning signs of these. Any concerns would be raised with the Principal and other teaching staff, discussed at regular staff meetings and appropriate action taken. Parents are encouraged via regular Newsletters to discuss in confidence with the Principal any concerns they may have about their child. Parents will be notified if their child has come to a teacher for support and teachers must inform students that it is their duty of care to inform the necessary people.
 - **Drugs, substance abuse, self-harm and other forms of self abuse** – If a teacher had any concerns, they would initially be raised with the Principal, discussed with other teachers and passed on to the parents. Parents are encouraged via regular Newsletters to raise any concern about their child's welfare with the Principal.
- **Bullying** – the Principal and Teachers are alert to signs of bullying and any concerns would be discussed at regular Staff Meetings and appropriate action taken. Parents are encouraged via regular Newsletters to raise any concern about their child's welfare with the Principal.
- **Intimate care and physical contact** – Parents are advised initially in the Safety Guidelines included in the CDTA New Starter Information Pack, that CDTA takes a "Hands On" approach to teaching and that our Senior Student Helpers may take young children to the toilet rather than the class teacher. They are reminded regularly via the Safety Guidelines notice displayed on School Notice Board and published regularly to parents

- **Administration of Medicines** – Parents are requested to notify CDTA of Medical Conditions on initial Registration Form. They are requested each term on the back of invoices to keep us updated of any changes. Parents of children with conditions are requested to complete a form giving instructions of action to be taken in an emergency. Teachers have lists of students with medical conditions and these are also noted on emergency contact cards kept at classes and on event permission forms. Epi-pens and Asthma inhalers are normally taken into class for emergency use. We would not expect to administer other medication during normal classes. If students are with us for longer periods (rehearsals or performances), we request written authorisation and clear instructions from parents to administer medication.
- **Attendance** (or lack of) – Registers are taken at every class. If students miss classes for an unusual length of time without any notification from parents to the Principal, the Principal would contact parents to inform them of the absence.
- **Photographs and video film** - Taking and use of these is covered in existing RA and in Safety Guidelines notified to parents in the CDTA New Starter Information Pack, displayed on School Notice Board and published regularly to parents.
- **Special Educational Needs and Disability** – Parents are requested to advise CDTA of any such issues. Examination boards have a policy for exam entry under Reasonable Adjustments for children with a formal SEN statement.
- **Recruitment and selection** – Teachers are dance trained and hold dance teaching qualifications and membership with appropriate Dance Examination Boards. They are requested to keep membership up to date, hold DBS checks, general First Aid Certificates and to maintain an up to date knowledge of the syllabus of the appropriate Examination Boards. CDTA has public liability insurance which covers all the teaching team.
- **Allegations against staff** - Teachers have enhanced CRB/DBS checks. They are normally registered with and members of Dance Examination Boards who have codes of conduct for their members. In accordance with Surrey's Guidance for Safe Working Practice, teachers are reminded of the danger of internet, text and social media and social contact with students and their parents. Teachers are asked to notify the Principal if approaches of this nature are made to them. Parents would normally approach the Principal with any concerns they have about a teacher. These would be discussed with the teacher and appropriate action taken.
- **Complaints** – Whether from teachers, parents or students would be raised with the Principal, discussed with appropriate parties and dealt with as necessary.