

# The Georgina Weston Dance Academy's Child Protection Policy

## GWDA Ltd

As a private Ballet and Dance Academy, we endeavour to ensure the safety and protection of all our students whilst in our care.

Steps taken to ensure their safety and protection:

- Every teacher will have a class register with the child's full name, emergency contact numbers and details of any medical conditions listed on so they can easily view this information if required.
- At the start of every lesson a register will be taken to mark who is under our care for that lesson
- At the end of the lesson, every child will be handed to a guardian / parent one at a time. If it is a new group of children/parents then we will ask the parents/guardians for the child's name and then bring that child forward, check with the child that they know this grown up and then dismiss accordingly.
- Prior to ANY child attending our classes, they must be pre-registered online through our booking form so we have that child's details.
- In every teachers contract, they must sign to confirm they are up to date with their safeguarding training, that they are first aid trained as well as holding an up to date DBS check in order to be allowed to teach at the academy.

Recording a safeguarding concern:

The following steps should be followed if there is a cause for concern and completion of the 'Record of Safeguarding concern' form should be completed containing the following information:

- Teacher name / Role
- Students name/ class
- Date and time this incident was reported / brought to your concern
- Disclosure or nature of concern  
Where possible use the exact words and phrases used by the students, do not translate into 'proper terms' and note any non verbal behaviour.  
Note any witnesses or other people who are aware of the situation  
Where there is a more general wellbeing concern state all facts giving rise to the concern  
Clearly distinguish between fact, observation, allegation and opinion
- Confirmation that you explained to the pupil you would need to refer the matter to the Designated Safeguarding Lead (Georgina) and that you could not promise confidentiality  
YES / NO
- Actions taken / Follow up
- Signature and date

The above information is to then be emailed directly to Georgina, Principal of the Dance Academy on [georgina@gwdanceacademy.co.uk](mailto:georgina@gwdanceacademy.co.uk)

- Georgina will then decide if the local council / agencies need to be contacted and the best method for action going forwards.