

LYME SCHOOL OF BALLET

Child Safeguarding

Lyme School of Ballet (LSB) teaches the Royal Academy of Dance (RAD) ballet syllabi. The Principal, Miss Freya Lovett, is an RAD Registered Teacher who abides by the RAD's rules and regulations for their registered teaching professionals.

LSB has a responsibility to safeguard the welfare of any child, under the age of 18, or vulnerable adult that attends the school. The guidelines below aim to ensure that children and vulnerable adults are safeguarded whilst attending LSB.

Should you have any concerns or questions relating to the safeguarding of children and vulnerable adults at LSB, please contact Miss Freya immediately via her e-mail (freya.lovett@btinternet.com) or by phone (07535 432379). For independent advice, please follow the instructions at the end of this document.

LSB recognises the four main categories of child abuse that are unacceptable: emotional (i.e. bullying), neglect, physical and sexual abuse. We treat our students' welfares as a priority.

- Student welfare must always be a priority.
- All students have the right to be protected from abuse regardless of age, disability, faith or belief, gender, race or sexual orientation.
- Safeguarding is everyone's responsibility. Any concerns by a parent, guardian, student or teacher must be reported to an appropriate staff member at LSB and this report will be acted upon immediately.
- Regarding a student's welfare or behaviour, their parent or guardian may be approached by a member of staff at LSB. However, in serious cases the police will be contacted immediately.
- LSB staff must record in the incident book any information pertaining to a child safeguarding matter and the actions that have been / are being taken. This includes dates, times and places of an incident, details on the nature of the incident, and a description of any injuries that occurred.

Every student should be protected from poor teaching practice in an enjoyable, safe and professional environment.

- Any staff members who are regularly in sole charge of students, or are caring for, supervising and / or training them, will be required to have a Disclosure and Barring Service Certificate (DBS).
- The school carries relevant Public Liability Insurance.
- Temporary or voluntary staff will have duties specified and will be interviewed before appointment. They will not be left in sole charge of students at any time.

Classical ballet is a physical activity and physical contact between students and teachers is essential.

- Where any physical contact is required by teachers, it will be done openly and in front of other students.
- Physical contact by LSB teachers is made with awareness of the needs of each individual student and is for technical correctional or first aid purposes only.
- No force will ever be used by any of our teachers.

- Any minor injuries that occur during a ballet class will be dealt with accordingly by the teacher. Assistance from a professional first aider will be sort for major injuries.
- LSB staff must record in the incident book any information pertaining to an injury occurrence.

LSB recognises bullying as a form of abuse.

- Bullying of any kind will not be tolerated.
- Any bullying incidents will be dealt with immediately.
- No student should ever be reduced to tears.
- No shouting or harsh criticism will occur in any of LSB's classes.
- In any interactions with students, feedback must be constructive, not negative. Our teachers are mindful of the language used so as not to be threatening or upsetting and we expect the same of other students and their parents / guardians.
- Inappropriate language will not be tolerated by any affiliate to the school.

Parents / Guardians can stay seated at the back of their child's class, so long as no disruption is caused. Should there be noise or any other distractions from parents / guardians, they may be asked to leave.

- Only parents / guardians are permitted to watch their child in class.
- Parents / guardians are only permitted to assist their own child in class. If a student needs assistance but their own parent / guardian is not in attendance, the assistance should only ever be offered by an LSB member of staff.
- Any person wishing to watch class that is not related to the student must gain prior permission from the class teacher or the Principal, Miss Freya.
- Students attending classes below the age of 4 must be accompanied by a parent / guardian at all times.
- There should be a ratio of one adult to every six students who are between 4 and 11 years of age (Primary School age).
- There should be a ratio of one adult to every ten students who are between 12 and 18 years of age (Secondary School age).
- The additional adults, if required, can be another teacher, teaching assistant, pianist or a parent watching.

Respect should always be given to our students' privacy.

- Students should only get changed in the designated area in the presence of other students, teachers, parents or guardians but never alone with one adult.
- Unobserved contact with a student should be avoided unless a parent / guardian has given prior consent which has been recorded. This would apply to any 'one-to-one' tuition classes where the parent / guardian is not going to be present.

- No videoing or photography is allowed during any class unless prior consent is obtained from all students and their parents / guardians.
- Students are not left unattended while at LSB.
- Teachers' personal details should not be given to any student and teachers will not allow a situation where an abuse of trust may occur. We will not form close, personal relationships with any of our students; relationships will remain purely professional.
- Consent must be given from a student's parent / guardian for a teacher to transport their child in their personal vehicle.
- Any allegations of abuse or a safeguarding matter made by a student must be recorded by an appropriate member of staff and acted upon immediately.

Any incidents causing concern in respect of child safeguarding should be reported to the Principal, Miss Freya, immediately. Every incident causing concern should be recorded in the incident book.

Examples are:

- Suspicious marks or injury to a student.
- A student is hurt accidentally within class.
- A concern that a relationship is developing between a teacher and student which may be an abuse of trust.
- A concern that a student is attracted to a teacher or member of staff.
- A concern that a student has negatively misunderstood or misinterpreted something a teacher or student has said or done.
- If a teacher is required to prevent a student from harming themselves or another person. Restraint of a student should only be attempted as a last resort and assistance should be called for immediately.

If you have any concerns that require independent advice, or simply want to know more about Child Safeguarding, please don't hesitate to explore the following links.

- To view the Royal Academy of Dance's *Safeguarding Policy and Procedures* in full, including their policy on reporting a safeguarding incident or concern, please go to www.royalacademyofdance.org.
- If you need independent advice about a safeguarding concern, please contact the Local Authority Designated Officer (LADO) by following the instructions at this link: <https://pdscp.co.uk/working-with-children/allegations-against-staff/>.
- If you would like to learn more about what you should do as a parent or guardian to keep your child safe in sport, please watch the following animation. This was created in September 2022 as part of the *Keeping Your Child Safe in Sport* campaign by the Child Protection In Sport Unit of the NSPCC. https://thecpsu.org.uk/resource-library/videos/keeping-your-child-safe-in-sport-animation/?utm_source=Members&utm_campaign=e57c059712-MEM_Safeguarding_Issue4&utm_medium=email&utm_term=0_073a8c146c-e57c059712-392734077