



Safeguarding & Child Protection Policy

March 2026

Name of Organisation: Clairemarie's School of Dance

Address: St. Andrew's Methodist Church, Northcote Road, Undercliffe, Bradford, BD2 4QP.

Email: clairemariedance@hotmail.co.uk

Website: www.clairemariedance.co.uk

Principal: Clairemarie Eden

Designated Safeguarding Lead (DSL): Sam Barratt

Contact No.: 07849368786

Section 1

Introduction & Commitment

Clairemarie's School of Dance is fully committed to safeguarding and promoting the welfare of all children and young people in its care. We believe that every child, regardless of age, gender, sexuality, race, disability, educational attainment, or economic circumstance, has the right to protection from abuse, harm, and exploitation.

For the purposes of this policy, a child is defined as any person under the age of 18 years. This policy applies to all children attending the school, including those in classes, workshops, performances, and any other activity organised or attended under the name of Clairemarie's School of Dance.

Safeguarding and promoting the welfare of children means:

- Providing help and support to meet the needs of children as soon as problems emerge
- Protecting children from maltreatment, whether within or outside the home, including online
- Preventing impairment of children's mental and physical health or development
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care
- Promoting the upbringing of children with their birth parents, or otherwise their family networks through kinship arrangements, whenever possible and where this is in the best interests of the child

We take a child-centred approach to safeguarding. This means we listen to children, take their views seriously, and ensure that their welfare is at the heart of every decision we make. We also recognise that effective safeguarding requires a whole family focus, where the needs of all family members are considered alongside the individual needs of each child.

We recognise that some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, disability, or other factors. We will always work with these children sensitively and with heightened awareness.

Section 2

Scope

This policy applies to all individuals who work, volunteer, or act on behalf of Clairemarie's School of Dance, including:

- Teaching staff
- Chaperones
- Volunteers and helpers
- Administrative staff
- Any person acting in a representative capacity for the school

This policy also applies to any third parties who have access to children in connection with the school's activities, including visiting teachers, photographers, and external venue staff.

Section 3

Legal Framework and Statutory Guidance

This policy has been developed in accordance with the following legislation and statutory guidance:

- Children Act 1989
- Children Act 2004
- Children and Young Persons Act 1963
- Children (Performances and Activities) (England) Regulations 2014
- Working Together to Safeguard Children 2026 (HM Government)
- Children's Social Care National Framework 2023
- Information sharing: Advice for practitioners 2024 (HM Government)
- The Domestic Abuse Act 2021
- The Victims and Prisoners Act 2024
- The Equality Act 2010
- UK GDPR and the Data Protection Act 2018

This policy will be updated whenever there are changes to relevant legislation or statutory guidance, and at minimum on an annual basis.

Section 4

Designated Safeguarding Lead (DSL)

Clairemarie's School of Dance has appointed a Designated Safeguarding Lead (DSL) who holds overall responsibility for safeguarding and child protection within the school.

DSL name:	Sam Barratt
Role:	Designated Safeguarding Lead
Contact number:	07849368786
Contact email:	sam@sambarrattbusinesssolutions.co.uk

The DSL's responsibilities include:

- Acting as the first point of contact for all safeguarding concerns
- Maintaining accurate records of all safeguarding concerns and actions taken
- Liaising with Bradford or Leeds Multi-Agency Safeguarding Hub (MASH), Children's Social Care, and the Police as required
- Ensuring all staff and chaperones receive appropriate safeguarding training
- Keeping up to date with changes in safeguarding legislation and guidance
- Ensuring this policy is reviewed annually and updated as required
- Referring cases to the Local Authority Designated Officer (LADO) where an allegation has been made against a member of staff

In the absence of the DSL, any concerns must still be reported immediately and should be escalated directly to Bradford or Leeds MASH or the local police if there is an immediate risk of harm to a child.

Designated Safeguarding Lead (DSL) Training

The DSL holds the following relevant training and qualifications:

- Designated Safeguarding Lead (Level 3)
- Safeguarding in Sport
- Safer Recruitment

DSL training is refreshed at least every two years, and the DSL maintains up-to-date knowledge through regular reading of guidance and sector updates.

Section 5

Responsibilities of All Staff and Volunteers

All individuals who work with or on behalf of Clairemarie's School of Dance have a responsibility to safeguard the children in their care. This means:

- Completing required DBS (Disclosure and Barring Service) checks before working with children, and ensuring these remain current
- Reading, understanding, and adhering to this policy
- Attending safeguarding training as required by the DSL
- Reporting any concerns about a child's welfare, or about the conduct of a colleague, to the DSL without delay
- Never investigating concerns themselves or making promises of confidentiality to a child
- Behaving in a professional, appropriate manner at all times with children and their families
- Maintaining appropriate boundaries in all communications with children and young people, including online
- Not sharing sensitive or personal information about children without authorisation

Section 6

Recognising Abuse and Harm

All staff and volunteers should be aware of indicators that a child may be experiencing abuse or harm. It is not their responsibility to investigate or determine whether abuse has taken place, but to report any concerns to the DSL promptly.

The five main categories of abuse are defined below. Please refer to Appendix B for further detail.

- **Physical abuse:** deliberately hurting a child and causing physical harm, including hitting, shaking, burning, or fabricating illness.
- **Emotional abuse:** persistent emotional maltreatment that has a severe and negative effect on a child's emotional development, including humiliation, threatening, or rejection.
- **Sexual abuse:** forcing or persuading a child to take part in sexual activities, whether or not the child is aware of what is happening. This includes online and offline abuse.
- **Neglect:** the ongoing failure to meet a child's basic physical and psychological needs, including food, clothing, shelter, education, and emotional care.

- **Domestic abuse:** Under the Domestic Abuse Act 2021, a child is recognised as a victim of domestic abuse, if they see, hear, or experience the effects of domestic abuse and are related to either the victim or the perpetrator, or if either the victim or perpetrator has parental responsibility for that child.

Additional concerns staff should be aware of include:

- Child sexual exploitation (CSE)
- Child criminal exploitation (CCE) including county lines
- Female genital mutilation (FGM)
- Honour-based abuse
- Radicalisation and extremism (Prevent duty)
- Online safety risks and cyberbullying
- Mental health concerns

Indicators of concern may include unexplained injuries, changes in behaviour, poor hygiene, fearfulness, withdrawal, or disclosures made directly by a child. Any concern, no matter how small, should be reported to the DSL.

Section 7

Procedure for Reporting Concerns

If a member of staff or volunteer has a concern about a child's welfare, or a child makes a disclosure, the following steps should be taken:

Remain calm and do not display shock or disbelief.

Listen carefully to what the child says. Do not ask leading questions. Allow the child to speak at their own pace and only ask clarifying questions where necessary.

Do not promise confidentiality. Tell the child clearly but sensitively that you will need to share what they have told you with the people who can help.

Reassure the child that they have done the right thing in speaking up.

Report to the DSL at the earliest opportunity, by phone or in person. If the DSL is unavailable and there is an immediate risk of harm, contact Bradford or Leeds MASH (depending on where the child lives) or the Police directly.

Record the concern in writing as soon as possible, using the child's own words where possible. Include the date, time, names of those present, and what was said or observed. Sign and date the record.

Do not investigate or take sole responsibility for the matter. This is the role of the DSL and relevant authorities.

Key contacts for reporting

Bradford MASH (Multi-Agency Safeguarding Hub)	01274 435600
Bradford LADO (Local Authority Designated Officer)	01274 435600

Leeds MASH (Multi-Agency Safeguarding Hub)	0113 2224403
Leeds LADO (Local Authority Designated Officer)	0113 3789687
Police (non-emergency)	101
Emergency services	999

Section 8

Disclosure by a Child

When a child makes a direct disclosure, it is important that the member of staff or volunteer receiving that disclosure handles it sensitively and professionally. Refer to Appendix A for a full disclosure procedure.

Key principles:

- Never promise to keep a disclosure secret
- Never investigate or question the child beyond initial clarification
- Always refer to the DSL as a priority
- Record the disclosure in the child's own words as soon as possible
- Protect the child from further harm by not alerting any individual who may be implicated

Section 9

Information Sharing and Consent

In most circumstances, Clairemarie's School of Dance will seek consent from parents or carers before sharing information about a child with external agencies. However, there are circumstances where consent is not required or cannot be sought, including:

- Where a child is in immediate danger and medical attention is required
- Where seeking consent from a parent or carer could place the child or another family member at risk
- Where seeking consent could put a member of staff at risk
- Where there are grounds to believe that a parent or carer may be the perpetrator of abuse

All decisions to share information must be recorded, including the rationale for sharing (or not sharing), what information was shared, and with whom. This is a legal requirement.

Where a referral is made to Bradford or Leeds MASH, parents and carers will ordinarily be informed unless doing so would place the child at further risk.

Clairemarie's School of Dance also seeks consent from parents in relation to photography and video permissions and performance participation. These consents are managed separately and do not affect safeguarding obligations.

Section 10

Allegations Against Staff or Volunteers

Any allegation or concern about the behaviour of a member of staff or volunteer must be reported to the DSL immediately. The DSL will refer the matter to the Local Authority Designated Officer (LADO) where there are grounds to believe a member of staff may have caused harm to a child.

The member of staff who reports the allegation, and the individual against whom the allegation is made, must not take any part in any subsequent investigation, including approaching or questioning any children involved.

If the allegation is made against the DSL, it should be reported directly to Bradford or Leeds LADO.

Any allegation of abuse by a member of staff will be treated as gross misconduct and will be subject to the school's disciplinary procedures in addition to any statutory referrals made.

LADO contact for Bradford: 01274 435600

LADO contact for Leeds: 0113 3789687

Section 11

Safer Recruitment

Clairemarie's School of Dance is committed to safe recruitment practices. All staff and volunteers who work with children must:

- Hold a current enhanced DBS check (with children's barred list check where applicable) before beginning work
- Provide satisfactory references prior to appointment
- Confirm in writing that they have read, understood, and agree to abide by this policy

DBS checks are renewed in line with current guidance. Any disclosure on a DBS check will be considered carefully before a decision is made about suitability to work with children.

Section 12

Online Safety

Clairemarie's School of Dance recognises that online harm is as serious as offline harm and that children face a range of online risks. All staff and volunteers must:

- Never communicate with children or young people through personal social media accounts or messaging apps
- Use only school-approved channels for communicating with children, young people, and their families
- Report any concerns about a child's online safety to the DSL in the same way as any other safeguarding concern
- Never share images or videos of children without explicit written consent from a parent or carer

Parents and carers are advised of the school's photography and social media policy, which is available on request. Any individual found to be sharing unauthorised images of children will have their involvement with the school immediately reviewed.

Section 13

Early Help

Early help means providing support as soon as a problem emerges, at any point in a child's life. Clairemarie's School of Dance recognises that early intervention can prevent a situation from escalating.

If staff identify that a child or family may benefit from early help, they should raise this with the DSL. The DSL can refer to Bradford or Leeds early help offer or relevant community support services, with the agreement of the family.

Section 14

Additional Considerations for Children Under Five

Clairemarie's School of Dance works with children from a very young age, including those under five. Working Together 2026 places specific emphasis on maintaining a child-centred approach for babies and very young children, recognising their particular vulnerabilities.

Additional care is taken when working with this age group, including:

- Ensuring parents or carers are made aware of our safeguarding policy at the point of enrolment
- Ensuring the physical environment is safe and appropriate for young children
- Maintaining high staff-to-child awareness during classes and transitions
- Interpreting non-verbal and pre-verbal cues in children who may not yet be able to communicate concerns verbally, including observing their appearance, behaviour, and interactions with trusted adults
- Remaining professionally curious, particularly when relying on parent or carer accounts of a child's presentation or wellbeing
- Ensuring toilet and changing arrangements are appropriate, safe, and in line with best practice guidance for early years

Any concern about a child under five, however minor it may appear, must be reported to the DSL. Young children are especially dependent on the adults around them and may not be able to disclose harm directly.

Section 15

Mental Health and Wellbeing

Clairemarie's School of Dance acknowledges the importance of children's mental health and emotional wellbeing. Staff are encouraged to be attentive to changes in a child's mood, behaviour, or engagement that may indicate they are struggling.

Where concerns relate to a child's mental health, the DSL will consider whether a referral for early help or specialist support is appropriate. Concerns of this nature should be treated with the same urgency and care as any other safeguarding concern.

Section 16

Operation Encompass

Operation Encompass is a national scheme under which the police notify schools and educational settings when a child has been present at, or involved in, a domestic abuse incident. Under the Victims and Prisoners Act 2024, all territorial police forces in England and Wales now have a statutory duty to implement this scheme.

Whilst Clairemarie's School of Dance is not a statutory school, the DSL should be aware of Operation Encompass and should consider registering with the scheme to receive notifications where possible. Any notification received under Operation Encompass must be treated as a confidential safeguarding concern and handled in line with this policy.

If the school receives information that a child has been involved in a domestic abuse incident, the DSL will:

- Ensure the child is monitored sensitively on their next attendance
- Consider whether any additional support or early help referral is appropriate
- Record the information securely in the safeguarding file
- Not disclose the information to any person who does not need to know

Section 17

Confidentiality and Record Keeping

All safeguarding records are confidential and will be stored securely in line with the Data Protection Act 2018 and UK GDPR. Access is restricted to the DSL and, where necessary, relevant external agencies.

Records will include:

- Written records of any concern or disclosure, including dates, times, names, and actions taken
- Records of referrals made to external agencies and any outcomes
- Records of information sharing decisions, including whether or not consent was obtained and the rationale

Safeguarding records are retained in line with statutory guidance, even where a child leaves the school. Records will not be destroyed without appropriate review.

Section 18

Training

All staff and chaperones at Clairemarie's School of Dance will receive safeguarding awareness training appropriate to their role before working with children. Training will be refreshed regularly and updated whenever there are significant changes in legislation or guidance.

The DSL will communicate any updates to policy or practice to all relevant individuals promptly.

Safeguarding is also addressed in briefings given to chaperones prior to performances.

Section 19

Policy Review

This policy will be reviewed at least annually by the DSL, or sooner if there is a change in legislation, guidance, or following any safeguarding incident.

All staff and volunteers will be informed of any updates and will be required to confirm that they have read and understood the revised policy.

Date of adoption:	19 th March 2026
Date of next review:	19 th March 2027
Policy owner / DSL:	Sam Barratt
Signature:	S Barratt

Appendix A: Disclosure procedure

If a child discloses to you that abuse has taken place, or you witness something that causes concern, follow these steps:

1. **Stay calm.** Do not show shock or panic. Your reaction affects how safe the child feels.
2. **Listen actively.** Allow the child to speak at their own pace. Do not interrupt or finish their sentences.
3. **Do not ask leading questions.** You may ask open clarifying questions such as 'Can you tell me more about that?' but never ask questions that suggest a particular answer.
4. **Do not promise confidentiality.** Be honest with the child. Tell them: 'I need to share what you've told me with someone who can help, but I'll only tell the people who need to know.'
5. **Reassure the child.** Tell them they have done the right thing by speaking up and that it is not their fault.
6. **Tell the child what will happen next.** Be clear but gentle about the next steps you will take.
7. **Report to the DSL immediately.** Do not wait. If the DSL is unavailable and there is immediate risk, contact (depending on where the child lives) Bradford MASH (01274 435600) Leeds MASH (0113 3789687) or the police (999) directly.
8. **Do not investigate.** Do not question other children, confront alleged perpetrators, or seek to gather evidence yourself.
9. **Record in writing as soon as possible.** Use the child's own words. Note the date, time, location, names mentioned, and who you reported to. Sign and date your record and pass it to the DSL.

Appendix B: Types of abuse

The following definitions reflect Working Together to Safeguard Children 2026. This is not an exhaustive list. It is not your responsibility to determine whether abuse has taken place. Your responsibility is to share your concerns with the DSL.

Neglect

Neglect is the ongoing failure to meet a child's basic physical and psychological needs, which is likely to result in the serious impairment of the child's health or development. This includes physical neglect (failing to provide food, clothing, shelter, or safety), educational neglect, emotional neglect, and medical neglect. Neglect can begin before birth due to maternal substance abuse.

Physical abuse

Physical abuse is deliberately hurting a child and causing physical harm. Injuries may include bruises, broken bones, burns, or cuts and may involve hitting, kicking, shaking, throwing, poisoning, burning, scalding, drowning, or other methods of causing non-accidental harm. Physical abuse also includes fabricating or inducing illness in a child.

Emotional abuse

Emotional abuse is the persistent emotional maltreatment of a child that has a severe and persistent negative effect on their emotional development. It may involve humiliation, criticism, threats, rejection, isolating a child, or exploitation. Some level of emotional abuse is present in all other types of maltreatment but can also occur on its own.

Sexual abuse

Sexual abuse involves forcing or persuading a child to take part in sexual activities, whether or not the child is aware of what is happening. It includes physical contact, such as assault by penetration or non-penetrative acts, and non-contact activities such as making children watch sexual acts or producing sexual images. Sexual abuse can take place online and offline, and may involve grooming.

Domestic abuse

Under the Domestic Abuse Act 2021, a child is recognised as a victim of domestic abuse in their own right if they see, hear, or experience the effects of domestic abuse and are related to either the victim or the perpetrator, or if either the victim or perpetrator has parental responsibility for that child. Staff should be alert to signs that a child may be living in a household where domestic abuse is occurring and should report any such concerns to the DSL.

Additional safeguarding concerns

Staff should also be aware of the following, which may require specific referral pathways:

- **Child sexual exploitation (CSE):** where children are manipulated or coerced into sexual activity in exchange for gifts, attention, or status.

- **Child criminal exploitation (CCE):** including county lines, where children are coerced into criminal activity.
- **Female genital mutilation (FGM):** a form of abuse that must be reported to the police if a teacher is informed that FGM has been carried out on a girl under 18.
- **Radicalisation and extremism:** under the Prevent duty, any concerns that a child may be at risk of radicalisation must be referred to the DSL.
- **Online harm:** online abuse is as serious as offline abuse. This includes cyberbullying, grooming, and exposure to harmful content.

For further information, visit the NSPCC website at www.nspcc.org.uk or contact the NSPCC helpline on 0808 800 5000.

Appendix C: Safeguarding concern record form

This form should be completed as soon as possible after a concern is identified or a disclosure is received. It should be passed to the DSL immediately. Do not leave copies of this form in unsecured locations.

Name of child:	
Date of birth:	
Class/group:	
Date of concern/disclosure:	
Time:	
Location:	
Name of person recording:	
Names of others present:	

Description of concern or disclosure (use the child's own words where possible):

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Action taken:	
Reported to DSL:	Yes / No Time:
Signature:	