



Bright Ballroom Safeguarding & Child Protection Policy

Bright Ballroom is fully committed to safeguarding the welfare of all our dancers. All safeguarding responsibilities are managed by the Designated Safeguarding Lead (DSL) and Deputy DSL.

1. Policy Statement

Bright Ballroom recognises its responsibility to take all reasonable steps to promote safe practice and protect all students from harm, abuse, and exploitation. All staff and helpers will work to create an ethos that embraces diversity, difference, and respects the rights of children, young people, and adults.

This policy is implemented in accordance with:

- Children Act 1989 and 2004
- Children (Performances and Activities) (England) Regulations 2014
- Working Together to Safeguard Children 2023
- UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018

2. Principles

- The welfare of the child is paramount.
- All students, regardless of age, culture, disability, gender, language, racial origin, religion, or sexual identity, have the right to protection from abuse.
- All suspicions or allegations of abuse will be taken seriously and responded to swiftly and appropriately.
- Everyone will be treated with respect and dignity.
- Bullying is not accepted or condoned.
- Staff and helpers act as positive role models.
- Enthusiastic and constructive feedback is given rather than negative criticism.
- Action will be taken to stop any inappropriate behaviour.
- The school will comply with current health & safety legislation.
- Staff will undertake relevant professional development and training.
- Contact and medical details for each child are kept up to date and available at teaching or performance locations.
- All staff receive dedicated safeguarding training.
- All teachers and helpers have up-to-date DBS checks and are considered suitable to work with children and young people.

3. Roles and Responsibilities

- **Designated Safeguarding Lead (DSL):** Amy Wright – 07306822000





- **Deputy DSL:** Grace Bowyer – 07306822000

The DSL is responsible for ensuring that this policy is adhered to, and for referring any child protection concerns to the statutory child protection agencies (Police and/or Children's Social Care) as necessary.

4. Implementation

Bright Ballroom will:

- Ensure that all staff and helpers understand their legal and moral responsibility to protect children from harm.
- Ensure all staff understand their duty to report concerns about a child or a worker's conduct to the DSL.
- Inform children, young people, and parents of the DSL and Deputy DSL and how to raise concerns.
- Maintain clear records of safeguarding concerns and actions taken.
- Ensure all information is kept secure in line with UK GDPR.

5. Data Handling and GDPR

- Personal data, including contact, medical, and safeguarding information, is stored securely on password-protected devices owned by the teachers.
- Data is used solely to safeguard and support children and is accessed only by the two teachers.
- Data is reviewed and updated regularly and retained only as long as necessary.
- Parents and carers have the right to access, amend, or request deletion of personal data.

6. Remote or Virtual Activities

- When teaching or assessing children remotely, all safeguarding procedures apply.
- Recordings for virtual exams are made only where required, stored securely, shared only with the awarding body, and deleted promptly after the process.

7. Training

- All staff and helpers have up-to-date DBS checks and undertake regular safeguarding and child protection training.
- Training certificates are available on request.

8. Review

This policy is monitored by the DSL and is subject to an annual review, or sooner if legislation or best practice guidance changes.





Signed: Amy Wright

Policy reviewed: 15th January 2026

Next review due: January 2027

