

## Child Protection Policy

Holly's School of Dance & Hip Hop Inc provide dance classes to children and adults from the age of 4 years.

Holly's School of Dance & Hip Hop Inc is fully committed to safeguarding the welfare of all children and young people. It recognises its responsibility to take all reasonable steps to promote safe practice and to protect children from harm, abuse and exploitation. Holly's School of Dance & Hip Hop Inc acknowledges its duty to act appropriately to any allegations, reports or suspicions of abuse. Paid staff and volunteers will endeavour to work together to encourage the development of an ethos which embraces difference and diversity and respects the rights of children, young people and adults.

Holly's School of Dance & Hip Hop Inc recognises its duty of care under the Children and Young Persons Act 1963, the Children (Performances and Activities) (England) Regulations 2014, the Children Act 1989 and the Criminal Justice and Court Services Act 2000 (in Scotland Protection of Children (Scotland) Act 2003). Working Together to Safeguard Children 2013

Holly's School of Dance & Hip Hop Inc believes that:

- The welfare of the child is paramount;
- All children, whatever their age, culture, disability, gender, language, racial origin, religious beliefs and/or sexual identity have the right to protection from abuse;
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately;
- All members and employees of our organisation is clear on how to respond appropriately

Holly's School of Dance & Hip Hop Inc will ensure that:

- All children will be treated equally and with respect and dignity;
- The welfare of each child will always be put first;
- A balanced relationship based on mutual trust will be built which empowers the children to share in the decision-making process;
- Enthusiastic and constructive feedback will be given rather than negative criticism;
- Bullying will not be accepted or condoned;
- All adult members of the organisation provide a positive role model for dealing with other people;
- Action will be taken to stop any inappropriate verbal or physical behaviour;
- It will keep up-to-date with health & safety legislation;
- It will keep informed of changes in legislation and policies for the protection of children;
- We will undertake relevant development and training;
- We will hold a register of every child involved with the organisation and will retain a contact name and number close at hand in case of emergencies.
- We have child protection procedures which accompany this policy. This policy should also be read in conjunction with the organisation's Equal Opportunities Policy and Health & Safety Policy.

Holly's School of Dance & Hip Hop Inc have Holly Machedmedze who is in charge of ensuring that the child protection policy and procedures are adhered to. She can be contacted on 07950 040 152. Perry Machedmedze is deputy who will always be available in Holly Machedmedze's absence, he can be contacted on 07927589232.

In implementing this child protection policy Holly's School of Dance & Hip Hop Inc will:

- Communicate to all workers/members their legal and moral responsibility to protect children and young people from harm, abuse and exploitation
- Communicate to all workers/members/volunteers/members their responsibility to work to the standards that are detailed in the Surrey Safeguarding Children Board and the need to work at all times towards maintaining high standards of practice in protection of children
- Ensure that all workers/members understand their duty to report concerns that arise about a child or young person, or a worker's conduct towards a child/young person, to the organisation's named person for child protection

- Ensure that the organisations named person for child protection understands his/her responsibility to refer any child protection concerns to the statutory child protection agencies (i.e. Police and/or Children's Social Care)
- Ensure that any procedures relating to the conduct of workers/members are implemented in a consistent and equitable manner
- Facilitate opportunities for children and young people to express their ideas and views on a wide range of issues in connection with the service they are provided with and to have access to the organisation's Complaints Procedure.
- Facilitate involvement of parents or carers in the work of the organisation and to make child protection policies and procedures available to them

Photographs/Images and Recording of children is allowed only after each child's parent has given consent in advance.

Mobile phones are allowed in case of emergency in each class, use of these devices is strictly for emergencies only.

All Teachers of Holly's School of Dance are DBS checked.

Complaints Procedure:

Contact the member of staff you first dealt with, giving details of what you wish to complain about. If the complaint is made in writing or through an answer message, we will inform you that we have received it within three working days. The member of staff will investigate your complaint with the aim to settle the complaint as quickly as possible. Please tell us how you would like to be contacted to receive our response.

In most cases you will receive a full reply to your complaint within 10 working days of making the complaint. If we cannot give you a full reply in this time, we will tell you why and inform you of when you are likely to receive it.

This policy will be regularly monitored by the Executive Committee of the organisation and will be subject to annual review.

Date: 2<sup>nd</sup> September 2021