



Sunflower Dance Safeguarding and Child Protection Policy

Aim

The purpose of Sunflower Dance's Safeguarding Policy is to ensure every child in our care is safe and protected from harm.

This means we will always work to:

- Protect children from maltreatment
- Prevent impairment of children's health or development
- Ensure that children are growing up in circumstances consistent with the provision of safe and effective care
- Take action to enable all children to have the best outcomes

This policy gives clear direction to staff, volunteers, visitors, parents and carers about our legal responsibilities and the behaviour we expect to safeguard and promote the welfare of all children.

Introduction

Sunflower Dance recognises its responsibility to protect and support the welfare of every child. Our safeguarding approach centres on prevention, protection and support.

We believe that no child should be subject to neglect or abuse. We are committed to creating an inclusive, welcoming, and secure environment for all, regardless of age, race, gender identity, disability, sexual orientation, religious belief or cultural background.

This policy applies to all staff, volunteers, and visitors, and covers all children under the age of 18.

To protect children in our care, we will

- Value and respect each child and listen to their voices
- Work in close partnership with children, parents/carers and safeguarding authorities
- Share this policy with staff, parents and young leaders
- Conduct Enhanced DBS checks and obtain appropriate references for all teaching staff and volunteers
- Provide regular safeguarding training to staff
- Always maintain safe adult-to-child ratios in line with NSPCC/Ofsted guidelines
- Complete thorough venue risk assessments for all classes and events
- Seek written consent before taking and sharing images
- Report safeguarding concerns to the designated officer or Derbyshire's Safeguarding team (Tel: 01629 533190)
- Review this policy annually or following a major incident



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Safe Staffing & Ratios

Sunflower Dance ensures safe supervision at all times:

- Ages 4–8: 1 adult to 6 children
- Ages 9–12: 1 adult to 8 children
- Ages 13–18: 1 adult to 10 children

Staff are never left alone with a child. All teaching staff and volunteers are DBS-checked and undergo safeguarding induction and regular training.

Venue Safety & Risk Management

All venues are risk assessed in advance and regularly reviewed. We follow strict venue safety procedures:

- Entry/exit doors remain locked during sessions and are only reopened at pickup time - Doors have glass panels for visibility
- No unauthorised adults are allowed into the premises during class
- Emergency contacts and medical information are collected and securely stored

Our Ethos

Children should feel valued, safe, and heard. At Sunflower Dance:

- Children are encouraged to speak openly and are listened to with respect
- Staff are trained to handle disclosures without leading or influencing children
- No adult will make promises they cannot keep
- Concerns are handled transparently and with appropriate action

New Staff Procedures

All new staff receive:

- A copy of this Safeguarding Policy
- Training in recognising abuse and how to handle disclosures
- Clear information about recording incidents and reporting concerns
- Ongoing support and opportunities for refresher training

Staff must sign to confirm they've read and understood the policy annually.

Parental Consent & Communication

Parents must complete a registration form before their child participates in any classes. The form includes:

- Medical information
- Emergency contacts
- Consent for image use



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Parents can withdraw image consent at any time, and we will promptly remove any published content.

Disclosures: What to Do

When a child discloses something concerning:

- Stay calm and listen without interruption
- Don't ask leading questions or suggest explanations
- Don't promise confidentiality, explain the need to share the concern
- Avoid judgement or criticism of alleged individuals
- Record the disclosure in writing, with exact words used, time, context, and sign/date it
- Report immediately to the Designated Safeguarding Officer

All investigations are led by the Local Authority or Police.

Types of Abuse

- Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning, or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

- Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.



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- Sexual Abuse

Sexual abuse of children involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening.

- Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy because of maternal substance abuse. **Once a child is born, neglect may involve a parent or carer failing to:**

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger
- ensure adequate supervision (including the use of inadequate caregivers); or
- ensure access to appropriate medical care or treatment.
- protecting children from maltreatment
- preventing impairment of children's health or development
- ensuring that children are growing up in circumstances consistent with the provision of safe and effective care; and taking action to enable all children to have the best outcomes.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Definitions follow the 'Working Together to Safeguard Children (2018)' government guidance.

Appropriate Physical Contact in Dance

Dance is a physical discipline. Occasionally, physical contact is required for safe and effective instruction.

This may include adjusting posture, demonstrating movements or assisting balance. We will always:

- Explain why contact is necessary before it happens
- Seek verbal consent from the student each time
- Avoid unnecessary contact and always remain professional
- Encourage feedback and respond to any discomfort or concerns

Photography & Filming

To protect our children and young people:

- No images will be taken without written/electronic parental consent
- No photography or filming will occur in changing areas or toilets
- Parents must seek permission before filming at events
- If any parent withdraws consent, we will immediately remove images from public channels



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Reporting Concerns

All safeguarding concerns must be reported to our Designated Safeguarding Officer (DSO).

If the DSO is unavailable, concerns can be reported directly to Derbyshire Safeguarding Children Board:

Tel: 01629 533190

Out of Hours Emergency Duty Team: 01629 532600

Review

This policy will be reviewed annually or following a safeguarding incident, legislative change, or structural shift in the organisation.

Safeguarding Policy Acknowledgement Form

I confirm that I have read, understood, and agree to abide by the Sunflower Dance Safeguarding Policy.

Name: _____

Signature: _____

Date: _____