

ALL STAR DANCE AND FITNESS ACADEMY POLICIES  
UPDATED JANUARY 2026

- Safeguarding & Child Protection
- Photography and Filming Policy
- Risk Assessment & Covid Health and Safety Policy
  - Health and Safety
  - Data Protection & GDPR
    - Equal Rights
    - Anti bullying
    - Whistleblowing
  - Uncollected Child Policy
  - Missing Child Policy
- Accident, Injury and First Aid Policy
- Medication Administration Policy



# **SAFEGUARDING & CHILD PROTECTION**

## Designated Safeguarding Leads

The Designated Safeguarding Leads (DSL) for All Star Dance and Fitness Academy are:

- Charlotte Ward (Principal)
- Jade Simpson (Principal)

## Introduction

All Star Dance and Fitness Academy works with children and families as part of its activities. These activities include teaching groups of children and adults, as well as delivering private lessons to children.

We recognise our responsibility to safeguard and promote the welfare of all children and young people involved in our organisation.

## Purpose of This Policy

The purpose of this safeguarding and child protection policy is:

- To protect children and young people who receive services from All Star Dance and Fitness Academy. This includes the children of adults who participate in our services.
- To provide parents, staff and volunteers with the overarching principles that guide our approach to child protection and safeguarding.

This policy applies to anyone working on behalf of All Star Dance and Fitness Academy, including:

- Paid staff
- Self-employed staff
- Volunteers
- Students or trainees

We believe that:

- Children and young people should never experience abuse of any kind. Abuse may include emotional abuse, physical abuse, sexual abuse, or neglect.
- We have a responsibility to promote the welfare of all children and young people, to keep them safe and to practise in a way that protects them.

## We Recognise That

- The welfare of the child is paramount.

- All children, regardless of age, disability, gender reassignment, race, religion or belief, sex, or sexual orientation, have the right to equal protection from all types of harm or abuse.
- Some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, or other issues.
- Working in partnership with children, young people, parents, carers and other agencies is essential in promoting children's welfare.

### How We Will Keep Children Safe

We will seek to keep children and young people safe by:

- Valuing, listening to and respecting children and young people.
- Appointing Designated Safeguarding Leads (DSLs).
- Developing and implementing safeguarding policies and procedures which reflect best practice.
- Using safeguarding procedures to share concerns and relevant information with the local County Council and other safeguarding authorities when necessary.
- Creating and maintaining an anti-bullying environment.
- Recruiting staff and volunteers safely, ensuring all necessary checks are carried out. All staff working with children are required to have an Enhanced DBS check.
- Implementing a Code of Conduct for staff and volunteers.
- Providing a safe physical environment for children, young people, staff and volunteers by applying health and safety measures in accordance with legislation and regulatory guidance.
- Recording and storing information professionally and securely, in accordance with our GDPR Data Protection Policy.

### Recognising Signs of Abuse

Staff, volunteers and anyone working with children at All Star Dance and Fitness Academy should be aware of possible indicators of abuse.

These may include:

- Unexplained injuries or changes in behaviour
- Fear of certain adults
- Sudden changes in mood, behaviour or attendance
- Withdrawal or extreme behaviour
- Inappropriate sexual knowledge or behaviour
- Neglect of personal care or hygiene

If a member of staff has any concerns about a child's welfare, they must report this immediately to the Designated Safeguarding Lead.

### Reporting Safeguarding Concerns

All staff, volunteers and helpers have a responsibility to report safeguarding concerns.

If a child discloses information about abuse:

1. Stay calm and listen carefully.
2. Do not promise confidentiality.

3. Reassure the child that they have done the right thing by speaking out.
4. Record the information as accurately as possible.
5. Report the concern immediately to the Designated Safeguarding Lead.

The Designated Safeguarding Lead will decide whether the concern should be referred to Children's Social Care, MASH, or the Police.

If a child is believed to be in immediate danger, the police should be contacted by calling 999.

### Staff Code of Conduct

All staff and volunteers must:

- Treat all children with respect and dignity.
- Maintain appropriate professional boundaries.
- Avoid situations where they are alone with a child where possible.
- Never engage in inappropriate physical contact.
- Never exchange personal contact details or social media information with children.
- Act as positive role models at all times.

Staff must report any concerns regarding the behaviour of another adult working with children.

### Online Safety

All Star Dance and Fitness Academy recognises the importance of protecting children online.

We will:

- Ensure that any photographs or videos taken during classes or performances are only used with parental permission.
- Never share images of children publicly without appropriate consent.
- Promote safe use of online platforms when communicating with parents and students.

### Safeguarding Officers

- Miss Charlotte Ward
- Mrs Jade Simpson

### Legal Framework

This policy has been drawn up based on legislation, policy and guidance that seek to protect children in England.

The aim of this policy is to create a culture of safety, ensuring the children in our care are protected from abuse, harm and radicalisation.

Key legislation includes:

- Children Act 1989
- United Nations Convention on the Rights of the Child 1991

- Data Protection Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Protection of Freedoms Act 2012
- Relevant government safeguarding guidance

Further information is available from NSPCC safeguarding guidance.

### **Important Contact Numbers**

**MASH:**

01926 414144

**Social Care:**

01926 410410

**Social Care Out of Hours:**

01926 886922

**LADO (Local Authority Designated Officer):**

01926 742372

**LSCB (Local Safeguarding Children Board):**

01926 742368

**Police:**

01926 451111

Emergency: **999**

**Anti-Terrorist Hotline:**

0800 789 321

**NSPCC Helpline:**

0808 800 5000

# **Photography and Filming Policy**

## **Policy Statement**

All Star Dance and Fitness Academy recognise the importance of safeguarding children and young people while also acknowledging that photography and video recording can be a valuable way to celebrate achievements and promote the academy.

This policy outlines how photographs and videos of children will be taken, stored and used safely.

## **Purpose**

The purpose of this policy is to:

- Protect children and young people from the inappropriate use of images.
- Ensure that parents and carers understand how images of their children may be used.
- Provide clear guidelines for staff, volunteers and parents regarding photography and filming.

## **Consent**

All Star Dance and Fitness Academy will:

- Obtain written consent from parents or guardians before taking photographs or videos of children.
- Ensure consent forms clearly explain how images may be used.
- Respect the wishes of parents or carers who do not give consent.

Children without consent will not be included in promotional material or online content.

## **Appropriate Use of Images**

Images may be used for the following purposes:

- Academy promotional materials
- Social media pages
- Website content
- Dance competitions or performances
- Internal use within the academy

When images are used:

- Children will not be identified by full name.
- Personal information will never be shared alongside images.

## **Photography by Parents and Carers**

Parents and carers are usually permitted to take photographs or videos during performances or special events. However:

- Images must be used for personal use only.
- Images should not be shared publicly online without permission from the parents of any other children shown.
- Staff may request that photography stops if it becomes inappropriate or disruptive.

### Storage of Images

All images will be:

- Stored securely
- Accessed only by authorised staff
- Deleted when no longer required

# RISK ASSESSMENT & COVID 19 HEALTH AND SAFETY POLICY

*Assessors: Charlotte Ward and Jade Simpson September 2026*

*Persons Involved: Staff, Pupils and their Families*

<b>Hazards</b>	<b>Who/How Affected</b>	<b>Control Measures</b>	<b>Likelihood 1-5 (5 being most severe)</b>	<b>Who's Responsible</b>
<b>Slippy Floor</b>	Dancers and Teachers who are using the floor space	Keep floor clean so no dust in on the surface. Make sure students and teachers are wearing appropriate footwear for dance	3	Hall Manager Class teacher
<b>Falling from Ballet Barres</b>  <b>IF AVAILABLE</b>	Children who hang and seeing off barres may fall and hurt themselves	Tell the children that the barres are for holding onto in class only and not for swinging. Stop children immediately if you see anyone swinging.	2	Class Teacher
<b>Dancers colliding with each other</b>	Students who are dancing and falling into one another	Put the children into set lines/positions when performing exercises. If needed do exercises in smaller groups. Talk about special awareness. Don't have too many pupils in one class.	3	Dance School Principal and Class Teacher
<b>Exhaustion and Dehydration</b>	Teachers and dancers which may result in fainting, slips, trips or falls	Have time for food break if you are dancing/teaching for several hours and ensure everyone takes drinks breaks regularly	4	Dance School Principal and Class Teacher

<b>Pulled Muscles</b>	Dancers and Students getting an injury	Ensure dancers are warmed up properly. Encourage dancers to do their own cool down after class and educate dancers on the importance of a warm up and cool down. Ensure dancers don't over stretch beyond their ability.	4 Class Teacher
<b>Jewellery Issues</b>	Dancer and other dancers in the class get injured or caught	No earrings except small studs to be worn in class. No other Jewellery is expectable to wear in the studio. Any piercings that cannot be	4 Class Teacher

		taken out must be covered with a large plaster.	
<b>Lighting</b>	Everyone in the building - Strain to eyes. Headaches. Limited Vision	Use curtains/blinds and check lighting when initially entering the room	1 Class Teacher and Hall Manager
<b>Fire Exits Blocked</b>	Dancers and Staff Can't exit the building quickly and may trip over when exiting quickly. Potential that students and staff cannot exit at all.	Check area when initially entering and move any obstructions. Make sure students don't put bags in front of fire exits.	2 Class Teacher and Previous Hall Hirers
<b>Existing Injuries</b>	Dancers and Staff - Injury may become more severe and you may damage another part of the body	Ask all students who have injuries not to participate. Ask students to self assess throughout the session. Check injury and give first aid if necessary.	3 Class Teacher
<b>Inadequate Knowledge of first aid procedures</b>	Teachers and therefore cause damage on the students when you can't treat a simple injury effectively	Have knowledge of anatomy and physiology. Have first aid certificate and always carry first aid kit.	2 Class Teacher and Principal

**Risk Assessment and Action Form**

- COVID-19 Secure

**All Star Dance and Fitness Academy**

	<b>All Star Dance and Fitness Academy</b>	Date: 13 <sup>th</sup> August 2020
		Assessors: Charlotte Ward and Jade Simpson
Persons Involved:	<b>All Star Dance and Fitness emy</b> – Staff, Pupils & Their Families	Signature: C. Ward & J. Simpson

Key:		S = Severity, L = Likelihood of harm, RR = Risk rating, AL = Action level					
Hazard	Risk	Control Measures	S	L	RR	AL	Actions
Covid-19	Spread of Virus	Ensure only well children	10	4	40	M	Pupils/Parents to be asked to

		attend the Dance Sessions, anyone with symptoms isolates and is sent home.					perform Self Check before attending the classes to ensure fit and well.
Covid-19	Cross Contamination	No props will be used during the sessions to ensure no germs are spread by touch	6	4	24	L	Ongoing – each teacher to action each week/lesson
Covid-19	Hygiene	Use of Hand Sanitizer upon entry and exit	6	4	24	L	Ongoing – each teacher to action each week/lesson
Covid-19	Spread of the Virus	Adequate distancing within the space provided	6	6	36	M	Ongoing – each teacher to action each week/lesson
Covid-19	Spread of the Virus	Back to back, or side by side teaching to avoid face to face contact	6	4	24	L	Ongoing – each teacher to action each week/lesson
Covid-19	Spread of the Virus	Pupils arrive ready dressed for class, no bags or changing at the studio	4	4	16	L	Ongoing – each teacher to action each week/lesson
Covid-19	Spread of the Virus	5-10 mins gaps in between classes (slightly shorter class times to allow a changeover period before the next class arrive and to allow teachers to wipe down any high touch areas before the next class	6	4	24	L	Ongoing – each teacher to action each week/lesson

		arrives					
Covid-19	Spread of Virus	Foyer/Entrance closed, no waiting whilst the lesson takes place. Teachers will collect from the main door and hand back to parent at the end either via door/fire exit dependant on venue	6	6	36	M	Ongoing – each teacher to action each week/lesson
Covid-19	Cross Contamination	Clean down all high touch areas e.g barres/chairs in between each class and full clean down each day.	6	6	36	M	Ongoing – each teacher to action each week/lesson
Covid-19	Spread of Virus	Hand Paper Towels to replace Towels in the bathroom	6	4	24	L	Ongoing – each teacher to action each week/lesson
Covid-19	Spread of Virus	Use of additional chairs for any barre work, if there isn't enough space on the ballet barres, this will allow pupils to distance more.	6	4	24	L	Ongoing – each teacher to action each week/lesson
Covid-19	Spread of Virus	One way system, entry via main door and exit via Fire Exits in the venues where we can do this	6	6	36	M	Ongoing – each teacher to action each week/lesson
Covid-19	Spread of Virus	Communicating our Covid-19 Safe Policy, return to dance guidelines so parents/pupils	6	6	36	M	Ongoing – each teacher to action each week/lesson

		and LoveBallet Staff all aware of protocols.					
Covid-19	Spread of Virus	Payments via Go Cardless or BACS to reduce any Cash handovers	4	6	24	L	Ongoing – each teacher to action each week/lesson
Covid-19	Spread of Virus	Ventilation – open all windows. Air Conditioning at Studios safe to use	4	6	24	L	Ongoing – each teacher to action each week/lesson
Covid-19	Spread of Virus	Personal Belongings – only bring dance shoes and a named water bottle into the lessons	4	4	16	L	Ongoing – each teacher to action each week/lesson
Covid-19	Spread of Virus	Ensure all information as normal for free trials or those attending our classes as requested to support Track&Trace	4	4	16	L	Ongoing – each teacher to action each week/lesson
Covid-19	Spread of Virus	Modifications to Exercises, no partner work or close contact work	6	6	36	M	Ongoing – each teacher to action each week/lesson

Severity (S)		Likelihood (L)		Risk Rating = (S x L)	Action Level
10	Multiple deaths	10	Certain	0 – 24	Low priority
8	Single death	8	Very likely	25 -40	Medium priority
6	Major injury	6	Likely	41 - 100	High priority
4	Lost time injury	4	May happen		
2	Damage/minor injury	2	Unlikely		
1		1	Very		
			unlikely		

**POLICY AIM:** To ensure that the risks of Covid-19 presented to pupils, staff and parents are reduced to an acceptable level.

**POLICY OBJECTIVES:** To conduct all our activities safely and in accordance with legislative standards and in consideration of government guidance To provide safe working and learning conditions To ensure a systematic approach to the identification of risks and the allocation of resources to control them To openly communicate on health safety and welfare

**POLICY STATEMENT:** All Star Dance and Fitness Academy recognises and accepts its responsibility as a provider of services and will provide a safe and healthy workplace and learning environment for all staff, pupils and such other persons as may be affected by its activities. We will adopt health and safety arrangements under Covid-19 in line with Health & Safety legislation, and in consideration of government guidelines. Good health and safety management will be an integral part of the way that the dance school operates and will be considered across all classes

Following the current government guidelines we will only allow a maximum of 15 in a Evening class and 20 in a School Club. If class is FULL, a waiting list will be added and any new member will be added to this. All children in the class will follow strict social distancing and children/adults will be spaced out using spots adhering to the 2 metre distance rule.

We understand children at school will be placed in a bubble. We do not follow these bubbles in our lessons and we are a mixed age bubble as a dance class. Everyone will follow strict social distancing rules.

All available doors and windows will be open to allow for ventilation

Parents will not be allowed inside the venue. Children must be dropped off at the entrance and parents must wait in their cars until pick up time. At a school club children will be brought out to you at pick up time. Some venues may have a different entrance and exit, please check this with your teacher. Masks and social distancing must be abided by.

Children must come ready in their dance uniform with only a change of shoes and their drink. We are trying not to bring excess belongings. Children in a school club must change as usual into their PE Kit, which will be kept in school.

Everybody will be temperature checked on arrival. This is not a government guideline and therefore will not happen at our school clubs and only at our evening classes.

Anyone with a temperature of 37.8 or above will not be permitted. If we send you home with a high temperature and are suspecting Covid, you must show us that you have had a negative test before you will be allowed to return. Please do not attend any classes if you have been in contact with or are showing any symptoms of Covid-19. These include high temperature, new consistent cough and loss of taste and smell.

Everybody must wash their hands on arrival to the class and sanitizer will be available throughout the lesson. There will only be 1 toilet in use during our classes so please ensure you have all been before the lesson. This toilet will be cleaned before and after each class.

If we find ourselves in another lockdown, all classes will automatically be taught via 'Zoom'.

If we find ourselves in a situation where somebody in our class tests positive for Coronavirus, we will contact all of you immediately and class will be paused for 2 weeks while we self isolate.

Please note staff and children do not need to wear PPE during lessons unless in a first aid situation. Of course masks are welcome if you feel more comfortable with this.

We are running a cashless system, as usual; there we will not be accepting any cash. All classes must be booked and paid for online using our booking system and any uniform orders must be ordered and paid via invoice.

All toilets, touch points and the dance floor spots will be cleaned thoroughly before and after each class.

By reading these and signing up to our classes you understand and comply with the Covid-19 health and safety policy put in place by All Star Dance and Fitness Academy during this unprecedented time. You understand that failure to comply with these new policies will result in dismissal from the class without refund. All Star Dance and Fitness Academy will not be held liable should yourself or your child fall ill.

## **HEALTH AND SAFETY**

All Star Dance and Fitness Academy take seriously their responsibility to ensure the safety of their pupils. All pupils must complete the online questions when making a booking and when joining the school with clear information regarding emergency contacts and any relevant medical history. A copy of emergency contact numbers will be kept on file.

1. It is the parent's responsibility to notify the school of any changes to their emergency contact details
2. In case of a Fire emergency all teachers have a clear understanding of responsibilities
3. All Star Dance and Fitness Academy will undertake regular assessment of risks regarding premises hired and any concerns will be raised with the providers
4. We are committed to ensuring all employees/volunteers are competent to do their tasks and to give them adequate training
5. It is the organisations responsibility to keep a fully equipped First Aid Box at all hired premises. In case of an incident – a first aid form must be filled in and parents informed
6. If required All Star Dance and Fitness Academy will contact the emergency services first, then the parent / guardian of the student(s) involved by the telephone number on file.
7. Parents understand that dance is as active as engagement as any sport, and whilst every effort is made to avoid them, injuries can happen. The organisation accepts no responsibility for injuries sustained via any means other than a teacher's negligence.
8. Pupils will be supervised during class time only and parents / carers must ensure the safety of their children in the waiting, changing and toilet areas
9. Students/parents or guardians should inform the teacher of any special health considerations or existing injuries before participating in class
10. Parents must be responsible for ensuring your child's punctuality. Teachers are not available to supervise late pickups. Students may be refused entry if they are continuously late for class as they are missing out on warming up safely for class
11. Dress code must be observed at all times, especially footwear for safe dance practice. Only indoor dance shoes to be worn in the studio to protect the floor and for health and safety

12. Pupils should not wear any jewellery that may pose a risk to themselves or others (stud earrings, and jewellery worn for religious or cultural reasons are acceptable)

13. No food (or chewing gum) is allowed in the studio. Water is permitted in cap bottles

14. Please ensure that the elastics on your child's ballet shoes are secure and neither too loose nor too tight

### **Public Liability Insurance**

All Star Dance and Fitness Academy have public liability insurance, which can be viewed by the public on request. Other teachers who teach our classes will be either covered via this insurance or will have their own personal insurance.

### **Smoking Policy**

All Star Dance and Fitness Academy have a non-smoking policy, and smoking is not permitted anywhere within the centres where lessons take place. This is due to the health hazards of smoking and passive smoking, and also because the centres regularly hold activities which involve young children.

### **Drugs & Alcohol Policy**

All Star Dance and Fitness Academy have a strict no drugs & alcohol policy. Any pupil, teacher or volunteer found using drugs or alcohol whilst attending classes or working at the school, will be presented with a verbal warning. Parents will be advised if the pupil is under the age of 18 years.

The policy will be kept up to date to ensure our responsibilities are met in relation to:

- • Health & Safety at Work Act (1974)
- • Management Regulations (1999)
- • Keeping Children Safe in Education (2015)
- • Keeping Arts Safe (2005)
- • Providing The Best (2006)
- • Working Together to Safeguard Children (2015)
- • Other relevant current legislation

To ensure this, the policy and the way in which it has operated will be reviewed annually.

# **DATA PROTECTION & GDPR**

*This data protection policy exists In accordance with EU General Data Protection Regulation (GDPR regulation.) It is in force so that all parents/guardians of the students at All Star Dance and Fitness Academy are fully aware of how their information is stored, handled and used.*

*Principals Charlotte Ward & Jade Simpson are the designated data protection officers for All Star Dance and Fitness Academy. All questions/concerns regarding this policy should be written in writing to either principal.*

## **What information do we need and why do we need it?**

1. For the safety of all students who attend All Star Dance and Fitness Academy we are required to obtain certain types of information from all caregivers in relation to their child. All information obtained is for the protection of students in my care during lessons and for the relevant communication of important information to parents and guardians.
2. Information which we may seek from you includes their name, date of birth, contact information, alternative contact information and medical information. This information Is required so that we can:
  - Know the age of our students so we can put them in the appropriate class
  - Submit information to third parties (Please see below) for participation in exams and shows.
  - Contact parents about updates and events at All Star Dance and Fitness Academy
  - Contact parents in the event of a cancelled class
  - Contact parents in the event of a child being unwell or injured during a class.

## **How do I store your information?**

3. All information obtained is stored securely. Please see below more information about how we store the information you provide us with;

Our registration forms gather information from caregivers regarding our students. The information that is obtained is then stored as a paper copy, in a secured cabinet at the business address office or is stored on an encrypted electronic device. All information is only accessible by using a password-protected account.

Names, email address and contact numbers are then stored on a password-protected email. Principals Charlotte Ward and Jade Simpson are the only people who have access to this account. All files and sites mentioned above are accessed from devices, which are encrypted.

The information will only be used when necessary whether this is communicating school information or through the event of an emergency.

## **Who has access to the information?**

4. On a day-to-day basis the information stored by All Star Dance and Fitness Academy regarding students is only accessible to Principals Charlotte Ward and Jade Simpson
5. Contact numbers are given to relevant teachers for the specific class in the event of an emergency only. On occasion it may be necessary for me to disclose student information to a third party.
6. All Star Dance and Fitness Academy may hold shows at a registered theatre. It is necessary for me to obtain licenses and license exemptions from local from local councils for these shows to go ahead to comply with Child Work Enforcement regulations. We are therefore required to provide your council with the child's; name, date of birth, home address and the school they attend.
7. If your child enters one of our IDTA examination classes we are required to provide the IDTA (dance teachers governing body) with the child's name and date of birth.
8. Any personalized uniform orders will have to be given the child's name/nickname.
9. We may use your personal data in the case of insurance purposes.

### **Your Rights**

9. Every parent/guardian has the right to know what information All Star Dance and Fitness Academy hold in regard to their child. All information access requests must be sent in writing to both principals.
10. Every parent/guardian has the right to withdraw their permission for me to hold information regarding their child at any time. Upon notification all relevant information on their child will be destroyed immediately.
11. If at any time a parent/guardian wishes to withdraw their consent, they will not suffer a disadvantage as a result.

### **Destroying Data**

12. Data regarding your child is kept on record for the entirety of their attendance at All Star Dance and Fitness Academy. Information will be kept on your child for 1 years following your child leaving All Star Dance and Fitness Academy. All information will be erased immediately. Information is kept for 1 year after the student lapses so that we can use this information in the case of insurance purposes and if the child wishes to return to classes.

## **EQUAL RIGHTS POLICY**

It is our job as a company of All Star Dance and fitness academy treat all Staff, students, parents, carers, the public and job applicants fairly and equally regardless of their age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage or civil partnership, and pregnancy.

All staff are required to comply with the policy and to act in accordance with its objectives to remove any barriers to equal opportunity. Any act of discrimination by employees or any failure to comply with the terms of the policy will result in disciplinary action. The policy applies to recruitment and selection, terms and conditions of employment including pay, promotion, training, transfer and every other aspect of employment.

In terms of recruitment, our organisation will regularly review the procedures and selection criteria to ensure that individuals are selected, promoted and otherwise treated according to their relevant individual abilities and merits. We are committed to the implementation of this policy and to a programme of action to ensure that the policy is, and continues to be, fully effective.

Furthermore, All Star Dance and Fitness Academy will ensure that no requirement or condition will be imposed without justification, which could disadvantage individuals purely on any of the above grounds.

# **ANTI BULLYING POLICY**

All staff, teachers, volunteers at All Star Dance and Fitness academy are committed to providing a caring, friendly relationship and safe environment for all our pupils and students. BULLYING OF ANY KIND IS NOT TOLERATED.

If bullying does occur, all pupils should be comfortable in reporting all incidents and will be dealt with promptly and efficiently. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect.

## **Procedures:**

1. All bullying incidents should be recorded.
2. Serious incidents should be reported to Parents/Guardians
3. If necessary, and appropriate, the Police should be informed.
4. The threats or actual incidents should be investigated thoroughly and stopped quickly.
5. Attempts must be made to change the behaviour of the bully.

## **Outcomes:**

1. The bully must be asked to genuinely apologise.
2. In serious cases suspension or exclusion from the school should be considered.
3. If possible, the pupils should be reconciled.
4. Cases should always be recorded and monitored to prevent re-occurrence.

Remember that bullying takes many forms – Physical & Verbal & Cyber. It knows no boundary of gender and is common to both sexes.

IT IS COMPLETELY PROHIBITED FROM OUR SCHOOL

# **WHISTLEBLOWING POLICY**

## **Part 1: Policy details**

### **1. What does this policy cover, and who is covered?**

All employees, volunteers, casual and agency workers are covered by this policy.

It sets out what they should do if they have reason to believe that something dangerous, unlawful or unethical is going on at work and it is affecting (or risks affecting) them or other colleagues.

When you report these kinds of concerns, this is called whistleblowing. We are committed to always operating, and in everything that we do, to the highest standards of integrity.

However, all organizations can occasionally be affected by conduct that is dangerous, against the law or breaches ethical or professional codes.

Please follow the procedure outlined at Part II of this policy to immediately report any concerns that you have about this kind of conduct, so that we can take the necessary action to address these concerns as fast as possible.

This policy also covers the actions of third parties such as suppliers, service providers, and clients, as well as our staff, employed and self-employed. If you are concerned about a third party, please also raise them with us before approaching anyone else.

We will always take your concerns seriously and they will be thoroughly investigated by appropriate personnel. Most importantly, you should feel confident to follow the Part II procedure with confidence. There will be no reprisals for individuals who bring these concerns to our attention – we value and respect all such reports and those who make them to us. We all play an important role in ensuring that our business and everyone working in and with it acts professionally, lawfully and appropriately.

### **2. It is not part of your employment contract**

This policy is not part of your employment contract. All Star dance and Fitness academy may amend this policy at any time.

### **3. What sorts of activities are typically considered relevant to whistleblowing?**

This is not an exhaustive list, but the types of concerns you may want to raise with us by whistleblowing could include:

- Any activity you suspect is criminal
- Any activity you suspect puts health and safety at risk
- Any activity you suspect may damage the environment

- Any activity you suspect breaches our policy on bribery and corruption -
- Any failure to comply with legal or regulatory obligations
- Any failure to meet professional requirements
- Any attempt to conceal one or more of these activities

### **Bullying or harassment**

If your complaint is about the behaviour of others towards you, our bullying and harassment policy or grievance policy contain the relevant guidance on how to proceed. These types of behaviour are not covered by this whistleblowing policy.

### **4. Confidentiality and anonymity**

You are always encouraged to raise concerns openly, and we actively discourage anonymous whistleblowing. This is because it is not always easy to manage and to investigate anonymous reports, especially since if we are unable to ask you for clarification for further details, we may struggle to clarify and find evidence to support your allegations and/or reach an informed conclusion. In these circumstances, we risk missing evidence or opportunities to gather important supporting information, or identify helpful witnesses, because we may simply be unaware of their existence, in spite of our best efforts to uncover them.

However, if you prefer to keep your identity anonymous, we will do all that we can to ensure that you retain your anonymity, and the confidentiality of your concerns, as far as possible. If we need to disclose your identity to others as part of the investigation, we will always discuss with you beforehand both our desire and our reasons for wishing to identify you.

We will protect you from reprisals, and you can read more about how we do this and what rights you have in section 5 below.

### **5. We protect whistleblowers**

There are no reprisals for mistakes or if following our investigations, (which we will always conduct thoroughly and conscientiously), we conclude that there has been no breach of law, policy or unethical conduct. However, to qualify for protection, the disclosure must, in the **reasonable belief** of the worker making the disclosure, show that one or more of the following events has happened, is happening or is likely to happen and that it is in the public interest to make the disclosure:

- A criminal offence
- Failure to comply with any legal obligation
- Miscarriage of justice
- Danger to health & safety of any individual
- Danger to the environment, or,
- Deliberate concealment of any of any of the above.

If at any time, you do not feel that you have been fairly or properly treated by us in the handling of your whistleblowing concern, you must inform us immediately. You should inform either Charlotte Ward or Jade Simpson in the first instance;

and if you are not satisfied with the outcome of that conversation, you should follow the process set out in our grievance policy.

We also protect whistleblowers from others, so where a whistleblower reports to us that they have been treated inappropriately by others, (including having received threats because of raising their concerns), we will take disciplinary action against those individuals. The consequences of us taking this action could include dismissal of such individual(s) for gross misconduct. Whistleblowers may also be entitled to take legal action against those individuals.

If you would like more information about your rights as a whistleblower and how you are entitled to be protected, you can contact Public Concern at Work, which is an independent charity offering a confidential helpline on 020 7404 6609; [www.pcaw.org.uk](http://www.pcaw.org.uk).

## **6. Whistleblowing to others outside of All Star dance and fitness Academy**

Our policy covers the process for raising, investigating, and resolving wrongdoing within the workplace.

The whistleblowing procedure that we have carefully put in place has been designed to ensure that to the best of our ability, we are able to resolve any concerns raised and to protect you as part of this process.

For these reasons, we anticipate that it would be extremely rare, if ever necessary, for you needing to involve anyone outside of All Star dance and fitness academy as part of this process.

However, we recognise that potentially, in exceptional circumstances, you might wish to involve an external body – an industry regulator, for example – and/or the independent charity Public Concern at Work, who can direct you towards the appropriate regulator for the type of issue you want to raise.

### **Involving the press/media**

Involving the media in a whistleblowing matter often has the effect of inflaming the situation, not assisting it. It can significantly hamper evidence gathering and the willingness of other relevant individuals to support the process.

We therefore strongly discourage you from involving the media. We will treat any contact with the press as a serious disciplinary issue justifying dismissal unless exceptional circumstances exist. For example, we would generally expect you to have taken all reasonable steps to deal with the matter internally, or with an external regulator, and to have taken full advice from a lawyer or from Public Concern at Work, before you could justify involving the press.

## **Part II: Our procedure for raising a whistleblowing concern**

Please follow this procedure:

- - Raise your concerns with Principals Charlotte Ward/ Jade Simpson in the first instance. You may do so in writing or in person.
- - Please explain that you are raising your concerns as part of the All-Star dance and fitness academy whistleblowing policy and procedure. Then set out all the key facts, including names of those involved and all relevant dates.
- - You will be invited to a meeting at which you can discuss your concerns. You are entitled to bring someone with you to this meeting – and any subsequent meetings. That companion may be a colleague (or a trade union representative, if relevant). Anyone who accompanies you will be asked to agree to keep strictly confidential the contents of the meeting including any materials disclosed and/or examined during it. This obligation of confidentiality will extend before, during and after the meeting and any following investigation that we conduct in relation to the concerns raised by you.
- - Following this meeting, we will investigate the matters raised and we may request that you come to additional meetings to assist us in our efforts. We may also decide to involve relevant external (or internal) specialists to help us conduct a thorough, fair and responsible investigation.
- - Our relevant personnel involved in this investigation will keep you informed about the progress of the investigation as far as they are able. For several reasons, generally relating to legal obligations, including obligations of confidence, to others, or in relation to any legal advice that we may decide to take on our own behalf, we may not be able to share every detail of our discoveries or deliberations with you. We will always endeavour, however, to reassure you, as best as we can, of the fact that we are taking your concerns seriously and that we are conducting a responsible investigation.
- - It is possible that the outcome of our investigations will not be one that you find satisfactory. If this happens, you are entitled to request a review of what has been done and concluded.

If you have raised a concern in good faith, our process and all those involved in giving effect to it will support and protect you. However, if a false concern is raised with us in bad faith (e.g. for malicious reasons), we will invoke our disciplinary policy, and you may be subject to disciplinary action.

## **Uncollected Child Policy**

All Star dance and fitness academy will endeavour to ensure that a parent or carer collects all children at the end of each day. If a child is not collected, and the parent or carer has *not* notified us that they will be delayed, we will follow the procedure set out below:

### **Up to 15 minutes late**

- When the parent or carer arrives, they will be reminded that they must call the Club to notify us if they are delayed.
- The parent or carer will be informed that penalty fees will have to be charged (unless the delay was genuinely unavoidable).

### **Over 15 minutes late**

- If a parent or carer is more than 15 minutes late in collecting their child, the manager will try to contact them using the contact details on file.
- If there is no response from the parent or carer, messages will be left requesting that they contact the Club immediately. The manager will then try to contact the emergency contacts listed on the child's registration form.
- While waiting to be collected, the child will be supervised by at least two members of staff.
- When the parent or carer arrives, they will be reminded that they must call the Club to notify us if they are delayed, and that penalty fees will have to be charged (except in exceptional circumstances).

### **Over 30 minutes late**

- If the manager has been unable to contact the child's parents or carers after 30 minutes, the manager will contact the local Social Care team for advice.
- The child will remain in the care of two of the Club's staff, on the Club's premises, if possible, until collected by the parent or carer, or until placed in the care of the Social Care team.
- If it is not possible for the child to remain at the Club's premises, a note will be left on the door of the Club informing the child's parent or carer where the child has been taken (e.g. to the home of a staff member or into the care of a safeguarding agency) and leaving a contact number. A further message will be left on the parent or carer's telephone explaining events.

### **Managing persistent lateness**

The manager will record incidents of late collection and will discuss them with the child's parents or carers. Parents and carers will be reminded that if they persistently collect their child late, they may lose their place at the Club.

# **MISSING CHILD POLICY**

## **HOLIDAY CLUB**

At All Star Dance and Fitness Academy Holiday Club, the safety and wellbeing of all children in our care is our highest priority. Staff are always alert to the possibility that a child could go missing during holiday club activities.

To minimise the risk of this happening, staff will carry out regular register checks and head counts, particularly when children move between activities, areas of the building, or when entering or leaving the premises.

### **Procedure if a Child Goes Missing**

If a child cannot be located, the following steps will be taken immediately:

- All staff will be informed that the child is missing.
- Staff will conduct a thorough search of the premises, including activity areas, toilets, changing areas, outdoor spaces and surrounding areas.
- The Holiday Club Manager or Designated Safeguarding Lead will be informed immediately.
- If the child has not been located within 10 minutes, the police will be contacted.
- The manager will then contact the child's parents or carers.
- Staff will continue searching while waiting for the police and parents or carers to arrive.
- As far as possible, staff will maintain a calm and normal routine for the remaining children to avoid distress.
- The manager will liaise with the police and the child's parent or carer until the situation is resolved.

### **Recording the Incident**

All missing child incidents will be recorded in the Holiday Club Incident Log.

A review will then take place to:

- Review the circumstances of the incident
- Assess whether procedures were followed correctly
- Identify any improvements needed to policies or supervision arrangements

Any necessary changes will be implemented to reduce the risk of future incidents.

### **Daily Safety Procedures**

To minimise the risk of a child going missing during holiday club sessions, the following procedures are followed:

- A full register will be taken at the start of each day, and again after lunch or breaks.
- Staff will carry out regular head counts throughout the day during activities and transitions.
- Children will always remain within supervised activity areas.
- Children must not leave the building or activity area without staff supervision.
- Staff will supervise children when moving between indoor and outdoor activities.
- External doors and gates will be monitored and kept secure where possible.

- Children will only be collected by authorised adults listed on their registration form unless prior permission has been given.
- Staff will ensure safe arrival and departure procedures are followed.

# **PROCEDURE IF A CHILD GOES MISSING**

## **STUDIO**

If a child cannot be located, the following steps will be taken immediately:

- All staff will be informed that the child is missing.
- Staff will conduct a thorough search of the studio premises, including dance studios, waiting areas, toilets, changing areas and any other accessible areas of the building.
- If the child has not been located within 10 minutes, the police will be informed.
- The studio manager or designated safeguarding lead will then contact the child's parents or carers.
- Staff will continue searching for the child while waiting for the police and parents or carers to arrive.
- As far as possible, staff will maintain a normal routine for the remaining children in order to avoid unnecessary distress.
- The manager will liaise with the police and the child's parent or carer until the situation is resolved.

### **Recording the Incident**

Any missing child incident will be recorded in the Incident Log.

Following the incident, a review will take place to:

- Evaluate what happened
- Review existing procedures
- Identify whether any improvements or changes are required to prevent future incidents

### **Daily Safety Procedures**

To minimise the risk of a child going missing, the following procedures are followed during all classes and activities:

- A full register will be taken at the start of every class.
- Staff will carry out regular head counts during sessions and before children leave the studio.
- Studio entrance doors will be monitored and kept secure where possible.
- Only authorised staff will have access to office or restricted areas.
- The studio manager will ensure that all doors and access points are checked regularly.
- Children must not leave the studio unsupervised.
- Children must be accompanied by a responsible adult when entering or leaving the building, unless prior parental permission has been given for older students.
- Staff will supervise children when moving between areas of the studio

# **Accident, Injury and First Aid Policy**

## **Policy Statement**

All Star Dance and Fitness Academy is committed to providing a safe environment for all students, staff, volunteers and visitors. While every effort is made to prevent accidents, we recognise that injuries may occasionally occur during dance classes or related activities.

This policy outlines the procedures for providing first aid, managing accidents, and recording incidents to ensure the health, safety and wellbeing of everyone involved in the academy.

## **First Aid Provision**

All Star Dance and Fitness Academy will ensure that:

- A first aid kit is available at all classes, rehearsals and events.
- The first aid kit is regularly checked and replenished.
- At least one member of staff present has basic first aid knowledge or training.
- Staff know the location of the first aid kit and emergency contact information.

## **The first aid kit will typically include:**

- Plasters
- Sterile dressings
- Bandages
- Disposable gloves
- Antiseptic wipes
- Cold packs
- Medical tape

## **In the Event of an Accident or Injury**

If a child or adult is injured during a class or activity, staff will:

1. Stop the activity if necessary to ensure the safety of everyone involved.
2. Assess the injury and provide appropriate first aid.
3. Reassure the injured person and keep them calm.
4. Contact a qualified first aider if available.
5. Inform parents or guardians if the injured person is a child.

If an injury appears serious, staff will contact emergency services immediately by calling 999.

## **Head Injuries**

If a child experiences a head injury, even if it appears minor:

- Parents or guardians will be informed as soon as possible.
- The child will be monitored for signs of concussion or further symptoms.
- Parents will be advised to seek medical advice if necessary.

## **Contacting Parents or Guardians**

### **Parents or guardians will be informed if:**

- A child requires first aid treatment beyond a minor injury.
- The child is unable to continue the class.
- The injury may require medical attention.

Emergency contact information provided during registration will be used if necessary

## **Recording Accidents**

All accidents and injuries will be recorded in the academy accident book.

The following information will be recorded:

- Date and time of the accident
- Name of the injured person
- Details of the injury
- How the accident occurred
- First aid treatment given
- Name of the staff member dealing with the incident

Parents or guardians may be asked to sign the accident report when collecting their child.

## **Serious Accidents**

In the event of a serious accident or injury:

- Emergency services will be contacted immediately.
- Parents or guardians will be informed as soon as possible.
- The incident may be reported to relevant authorities if required under health and safety regulations.

## **Prevention of Accidents**

To minimise the risk of accidents, All Star Dance and Fitness Academy will:

- Conduct regular risk assessments.
- Ensure dance spaces are safe, clean and free from hazards.
- Maintain all equipment in safe working condition.
- Ensure staff are aware of health and safety procedures.
- Encourage appropriate clothing and footwear for dance classes.

# **Medication Administration Policy**

## **(Studio & Holiday Club)**

All Star Dance and Fitness Academy is committed to ensuring the health, safety and wellbeing of all children attending our dance classes, rehearsals, events, and Holiday Club sessions.

While staff are not medical professionals, we recognise that some children may require medication while attending the academy. This policy outlines how medication will be safely stored, administered and recorded when children are in our care.

### **Parental Responsibility**

Parents or carers must:

- Inform the academy of any medical conditions, allergies or medication requirements when completing registration forms.
- Provide any required medication in its original packaging with clear instructions.
- Ensure medication is clearly labelled with the child's name.
- Complete a Medication Consent Form before staff can administer any medication.

Staff will not administer medication without written parental consent, except in a medical emergency.

### **Types of Medication**

Staff may administer medication that is:

- Prescribed by a doctor
- Required for ongoing medical conditions (for example asthma inhalers)
- Emergency medication such as EpiPens or allergy medication

Non-prescribed medication will only be administered with written parental consent.

### **Administering Medication**

When medication needs to be given:

- A staff member will check the child's name, medication, dosage and instructions.
- Medication will be administered according to the instructions provided by the parent or medical professional.
- Wherever possible, two members of staff will witness the administration of medication.
- The medication will be given at the correct time and dosage.

Children who are able to self-administer medication (such as inhalers) may do so under staff supervision where appropriate.

### **Recording Medication**

Whenever medication is administered, staff will record the following in the Medication Log:

- Child's name
- Name of medication
- Date and time medication was given
- Dosage administered
- Name and signature of the staff member administering the medication
- Name and signature of the witness (where applicable)

Parents or carers will be informed when medication has been administered.

### Storage of Medication

Medication will be:

- Stored safely and securely out of reach of children
- Kept according to storage instructions (for example refrigerated if required)
- Accessible to staff when needed

Emergency medication such as inhalers or EpiPens will be always kept easily accessible to staff during classes or holiday club sessions.

Medication brought to the Holiday Club may be returned to parents or carers at the end of the day where appropriate.

### Emergency Medication

For children with serious medical conditions (such as severe allergies or asthma):

- Staff will be informed of the child's medical needs and emergency procedures.
- Emergency medication will be clearly labelled and accessible.
- In the event of a serious medical emergency, emergency services will be contacted immediately by calling 999.

Parents or carers will be informed as soon as possible.

### Refusal of Medication

If a child refuses to take medication:

- Staff will not force the child to take it.
- Parents or carers will be informed immediately.
- The incident will be recorded.

We are committed to reviewing our policy and good practice annually.

This policy was last reviewed on: JANUARY 2027

Signed: Miss C K Ward & Mrs J Simpson