

Croydon School of Performing Arts CIC

Safeguarding & Child Protection Policy

Version: 1.0

Effective Date: 29 July 2026

Reviewed: Annually

1. Policy Statement

Croydon School of Performing Arts CIC ("the School") is committed to safeguarding and promoting the welfare of every child and young person.

We believe that every child has the right to:

- be safe
- be treated with dignity and respect
- enjoy performing arts in a supportive environment
- be protected from abuse, neglect, exploitation and harm.

Safeguarding is everyone's responsibility.

All staff, self-employed teachers, volunteers, directors and anyone working on behalf of the School share responsibility for protecting children.

2. Scope

This policy applies to:

- Directors
- Employees
- Self-employed teachers
- Volunteers
- Student helpers
- Chaperones
- Guest teachers
- Workshop leaders
- Contractors working with children

It also applies during:

- Weekly classes
- Holiday workshops
- Competitions
- Performances
- Rehearsals
- Trips organised by the School

3. Designated Safeguarding Lead (DSL)

The School has a Designated Safeguarding Lead (DSL) responsible for safeguarding matters.

The DSL is responsible for:

- managing safeguarding concerns
- maintaining safeguarding records
- making referrals where appropriate
- supporting staff
- ensuring safeguarding training is kept up to date
- reviewing safeguarding procedures annually.

Parents may contact the DSL regarding any safeguarding concern.

DSL – Kielah Robinson

Email: admin@croydonschoolofperformingarts.co.uk

Using Subject – 'Attention of DSL'

4. Our Commitment

The School will:

- create a safe environment
- listen to children
- take concerns seriously
- respond promptly to concerns
- work with parents where appropriate
- work with Children's Services and the Police where required
- promote children's wellbeing.

5. Safer Recruitment

Where required by law or appropriate for the role, the School will:

- obtain Enhanced DBS checks
- verify identity
- obtain references
- verify qualifications where appropriate
- ensure suitable safeguarding induction.

No person unsuitable to work with children will knowingly be permitted to do so.

6. Staff Responsibilities

Everyone working for the School must:

- put children's welfare first
- maintain professional boundaries
- report concerns immediately
- never promise confidentiality to a child
- follow this policy
- complete safeguarding training where required.

7. Recognising Abuse

Staff should remain alert to signs of:

Physical Abuse

Including hitting, shaking, burning, poisoning or causing physical harm.

Emotional Abuse

Including intimidation, humiliation, bullying, coercion, threats or persistent criticism.

Sexual Abuse

Including inappropriate touching, grooming, exploitation or online abuse.

Neglect

Including failure to provide:

- food
- clothing
- supervision
- medical care
- emotional support.

Child Sexual Exploitation (CSE)

Children may be exploited through manipulation or coercion.

Criminal Exploitation

Including County Lines activity.

Domestic Abuse

Children living with domestic abuse may themselves be victims of harm.

Online Abuse

Including:

- grooming
- inappropriate messaging
- image sharing
- cyberbullying
- online exploitation.

8. Reporting Concerns

Any safeguarding concern must be reported immediately to the DSL.

Staff must never investigate allegations themselves.

The DSL will decide whether:

- monitoring is appropriate;
- parents should be informed (where safe and appropriate);
- a referral should be made to Children's Services;
- the Police should be contacted.

Where a child is in immediate danger, emergency services should be contacted without delay.

9. Confidentiality

Safeguarding information will only be shared on a need-to-know basis.

Information will be processed in accordance with:

- UK GDPR
- Data Protection Act 2018

The safety of the child will always take priority over confidentiality.

10. Professional Boundaries

Staff must:

- behave professionally
- avoid favouritism
- avoid unnecessary physical contact
- never exchange personal gifts
- never communicate with students through personal social media accounts
- avoid private meetings without appropriate safeguarding measures.

11. Photography & Social Media

Photography is governed by the School's Photography & Video Policy.

Staff must not:

- take photographs on personal devices unless authorised
- share children's images without permission
- identify children online without appropriate consent.

12. Physical Contact

Appropriate physical contact may be necessary:

- to prevent injury
- for dance technique correction
- for spotting in acrobatics
- for emergency first aid.

All contact must:

- be appropriate
- be proportionate
- respect personal boundaries
- never be secretive.

13. Changing Facilities

The School will:

- respect children's privacy
- provide appropriate supervision
- avoid adults changing with children except where safeguarding arrangements require otherwise.

Where performances require shared facilities, the School will work with the venue to minimise safeguarding risks.

14. One-to-One Working

One-to-one teaching or meetings should, wherever reasonably practicable:

- take place in visible locations
- be known to parents
- avoid isolated situations
- follow the School's safeguarding procedures.

15. Performances, Trips & External Venues

Safeguarding arrangements apply equally during:

- performances
- competitions
- rehearsals
- workshops
- trips.

The School will work with venue management and where applicable, licensed chaperones to promote children's welfare.

16. Allegations Against Staff

Any allegation against a member of staff, volunteer or contractor will be taken seriously.

The School will:

- act promptly
- maintain confidentiality
- seek appropriate advice
- make referrals where required.

17. Whistleblowing

Staff and volunteers are encouraged to report concerns regarding unsafe practice.

No individual will be treated unfairly for raising genuine safeguarding concerns.

18. Training

The School will ensure appropriate safeguarding awareness and training is provided for staff and volunteers according to their role.

Training will be refreshed periodically and whenever legislation or guidance changes.

19. Record Keeping

Safeguarding records will:

- be factual
- be stored securely
- only be accessible to authorised persons
- be retained in accordance with the School's Privacy Policy and applicable legal requirements.

20. Equality & Inclusion

Safeguarding applies equally to every child.

The School will not discriminate on the grounds of:

- age
- disability
- race
- religion or belief
- sex
- sexual orientation
- gender reassignment
- pregnancy or maternity.

Reasonable adjustments will be made where appropriate to support children's participation and safety.

21. Policy Review

This policy will be reviewed annually, or sooner if:

- legislation changes;
- statutory guidance is updated;
- significant safeguarding incidents occur; or
- operational changes make an earlier review necessary.

Parent Acknowledgement

By enrolling a student with Croydon School of Performing Arts CIC, parents and guardians acknowledge that they have read this Safeguarding & Child Protection Policy. The School's safeguarding procedures are designed to protect the welfare of all children and parents are expected to support and cooperate with these procedures where required.

