



## Signature Ballroom Safeguarding Policy

**Policy Statement** At Signature Ballroom, the welfare and safety of all children, young people, and vulnerable adults attending our classes, workshops, and events are of paramount importance. We are committed to creating a safe and inclusive environment where all participants can thrive and develop their skills.

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**1. Purpose of the Policy** This safeguarding policy outlines our approach to ensuring the safety and well-being of all individuals associated with Signature Ballroom. It provides guidance to staff, volunteers, parents, and students on how to recognise, respond to, and report safeguarding concerns.

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**2. Scope of the Policy** This policy applies to:

- All staff, including teachers, assistants, and administrative personnel.
  - Volunteers and guest instructors.
  - Students and their families.
  - External contractors or visitors involved in school activities.
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## 3. Definitions

- **Child:** Any person under the age of 18.
  - **Vulnerable Adult:** A person aged 18 or over who is unable to safeguard themselves due to age, illness, disability, or other circumstances.
  - **Safeguarding:** Actions taken to promote the welfare of children and vulnerable adults and protect them from harm.
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**4. Principles** Signature Ballroom is committed to:

- Ensuring that safeguarding is everyone's responsibility.
  - Valuing and respecting all participants regardless of age, gender, ethnicity, religion, disability, or sexual orientation.
  - Creating a safe physical and emotional environment.
  - Responding promptly and appropriately to safeguarding concerns.
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## 5. Roles and Responsibilities

- **Safeguarding Officer:** Oliver Long (Director) is the designated safeguarding lead (DSL) responsible for overseeing all safeguarding concerns, implementing policies, and liaising with relevant authorities.
- **Staff and Volunteers:** Must adhere to the safeguarding policy, report concerns, and attend safeguarding training.
- **Parents and Guardians:** Share responsibility for ensuring their child's safety and should communicate any concerns.

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## 6. Safer Recruitment

- All staff and volunteers working with children and vulnerable adults must undergo a Disclosure and Barring Service (DBS) check.
  - References will be obtained and verified for all prospective employees and volunteers.
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## 7. Code of Conduct All staff and volunteers must:

- Act as positive role models.
  - Avoid being alone with a child unless absolutely necessary.
  - Refrain from any inappropriate physical contact or behaviour.
  - Maintain professional boundaries at all times.
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**8. Physical Contact Policy** Due to the nature of the services we provide, physical contact between teachers and students may be necessary to ensure proper technique, posture, and safety during dance instruction. All physical contact will:

- Be appropriate and professional at all times.
  - Be explained to the student beforehand, ensuring their comfort and consent.
  - Be conducted in an open environment where possible, with others present.
  - Include physical correction, which is often used to help students improve technique and alignment, while ensuring it is done respectfully and professionally. Teachers will be trained to recognise the boundaries of appropriate physical contact and to prioritise the welfare and comfort of the student at all times.
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## 9. Reporting Concerns

- Any concerns about the welfare of a child or vulnerable adult must be reported immediately to the Safeguarding Officer.
  - The Safeguarding Officer will assess the concern and, if necessary, refer it to external agencies, such as Children's Social Care or the Police.
  - Confidentiality will be maintained as appropriate but cannot be guaranteed in safeguarding cases.
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**10. Responding to Disclosures** If a child or vulnerable adult discloses abuse:

1. Listen carefully and remain calm.
  2. Do not promise confidentiality; explain that the information must be shared to help them.
  3. Record the disclosure accurately and report it to the Safeguarding Officer immediately.
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**11. Health and Safety** Signature Ballroom is committed to maintaining a safe physical environment by:

- Conducting regular risk assessments.

- Ensuring all equipment is safe and well-maintained.
  - Following health and safety regulations.
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**13. Monitoring and Review** This policy will be reviewed annually or sooner if legislation changes. Feedback from staff, parents, and participants will be considered to improve safeguarding measures.

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#### 14. Key Contacts

- **Designated Safeguarding Officer:** Oliver Long (07907 286559)
  - **Local Authority Safeguarding Board:**
  - **Oxfordshire Safeguarding Children Board (OSCB):**
    - **Address:** County Hall, New Road, Oxford, OX1 1ND
    - **Email:** [oscb@oxfordshire.gov.uk](mailto:oscb@oxfordshire.gov.uk)
    - **Telephone:** 01865 815843
    - **Website:** [www.oscb.org.uk](http://www.oscb.org.uk)
  - **Emergency Services:** 999
  - **Non-Emergency Police:** 101
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**16. Policy Approval** This safeguarding policy has been approved by Oliver Long (Director) and is effective from January 2025.

Signed: Oliver Long (Director)

Date: 08/01/2025

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This policy demonstrates our commitment to safeguarding and protecting all participants at Signature Ballroom. For questions or further information, please contact the Safeguarding Officer.