



SWAY DANCE CLUB

SAFEGUARDING POLICY 2026

Here at Sway Dance Club, we all recognise and put in the highest regard that the welfare of children is of paramount importance. We all have a responsibility and duty of care to protect and safeguard the welfare of all children and young people we work with, teach and support. Due to our roles, we have an explicit duty of care to do so under the Children Act 1989 and 2004 and the Education Act 2002.

A 'child' is anyone who has not yet reached their 18th birthday when they are then considered an adult. The fact that a child has reached 16 years of age is living independently, in further education, or working does not change his/ her entitlement to services or protection as a child.

Here at SDC, we believe that all children without any exception have the right to protection from abuse regardless of gender, ethnicity, disability, sexuality or beliefs and that no child, or group of children should be treated any less important than others in being able to access the services and support to meet all their needs.

All of our staff here at SDC have a strict duty of care never to subject a child to any form of harm or abuse. Failure to adhere to these procedures will be treated as gross misconduct within our school and reported to the relevant authorities and disciplinary action.

Children and their parents/ carers or guardians who are members of SDC may view our Safeguarding policy where appropriate and a copy will always be kept in the dance school file which, is held by the principals Mr Nick Kelly & Mrs Cheyenne Anderson.

The purposes of this policy statement are:

1. To protect children and young people who receive SDC services from harm. This includes the children of adults who use our services.
2. To provide staff and volunteers, as well as children and young people and their families, with the overarching principles that guide our approach to child protection. This policy applies to anyone working on behalf of SDC, including the principals Mr Nick Kelly & Mrs Cheyenne Anderson, paid staff, volunteers, guest teachers and students where appropriate.

This policy has been drawn up based on legislation, policy and guidance that seeks to protect children in England. A summary of the key legislation and guidance is available from www.nspcc.org.uk/childprotection

The designated safeguarding person (DSP) at SDC is Mr Nick Kelly.



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Both Mr Nick Kelly & Mrs Cheyenne Anderson have licentiate Ballroom & Latin qualifications with NATD. The Designated Safeguarding Person will advise staff, volunteers and visitors to Sway Dance Club of our best practice and expectations. They will be responsible for the monitoring and recording of all safeguarding concerns and for ensuring that all concerns are shared with the appropriate statutory authorities in a timely manner. All staff, visiting teachers and volunteers who come to SDC should be made aware of this policy and should be able to demonstrate their roles and responsibilities for safeguarding and promoting the welfare of children and young people. They will know & understand how to raise concerns with both children's social care and the police. Staff, visitors and volunteers will be made aware of this through meetings, training sessions and AGM's.

This policy applies to all our staff and volunteers and covers children under the age of 18 and/or vulnerable adults under the age of 24. To protect children and young people in our care at SDC, we will:

- Value and respect children and listen to what they have to say
- Work with children, parents/carers and relevant organisations
- Share our policy with all staff, parents/carers and students
- Ensure all required checks are made when hiring staff and that those in regular contact with children hold a current DBS check.
- Provide appropriate training and support to all staff
- Take responsibility for children and young people's safety when in our care
- Seek permission from parents/carers before taking images (photographs or film) of students and inform them how and where the images will be used i.e. social media, newsletters, press releases.
- Report suspected neglect or abuse to the nominated member of staff, relevant organisation, or police or Kingston Council Safeguarding Children Service
- Ensure that this policy is regularly updated.

Additional guidance:

- Reporting Suspected Neglect or Abuse
- Any suspected neglect or abuse will be reported to our DSL within Sway Dance Club and then appropriate action will be taken and contact to the relevant authorities will be made.

Please note: Any failure to report suspected abuse can itself be abuse.



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Concerns regarding a child's welfare can be reported by:

- Parents/carers
- Teachers
- Friends
- The child or young person

All allegations of neglect or abuse will be taken seriously. If a concern is reported directly by the child or young person we will not seek to disagree, ask probing or leading questions, or do anything else which may discourage them. We will make clear that reported concerns cannot be kept confidential but will need to be shared with a nominated member of staff or external organisation. Parents or guardians will also be involved if appropriate.

Appropriate Physical Contact in Dance

At SDC as within all dance schools teaching dance is a physical activity and a teacher will sometimes need to make physical contact with a student to show an idea or to correct the student's position/posture. This can include but is not exclusive to:

- Lifting
- Adjusting arms, legs, rib cage, hips, feet, hands
- Moving one student in relation to another

Where contact is needed, we will remain sensitive to the student's wishes and put their welfare first. In all cases, we will say why and how we will be correcting the student's position before making any contact.

We encourage students to report any concerns to our named safeguard person or a trusted adult.

Chaperoning Students to and from Dance Events

When chaperoning Sway Dance Club students to an event, we will:

- Provide parents/carers and students with information about what the event is for
- Provide parents/carers and students with the full address of the event
- Have a planned journey route that is shared with parents/carers, students and chaperones
- Make sure that students are aware of what they should do if they get lost
- Ask parents and students for their contact details in case of emergency
- Have a clear idea of how students will be cared for while at the event

We will ensure that chaperones hold all required DBS checks and Chaperone licences (if required) and are aware of our Child Protection Policy.



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Use of Photographs and Film of Children

We recognise here at Sway Dance Club that taking images of students in our care may not always be appropriate and that some children and parents/carers may not want images taken at any time. Therefore, before taking images of a child or young person, we will:

- Make clear to the child and parent/carer where and when the image will be taken and if it will be shared.
- Clearly identify the person who will be taking the image/s.
- Explain how the image will be used, e.g. whether it will be posted on social media or printed to be displayed at the school
- Seek written agreement from parents/carers that images can be taken of their child. This permission is completed during enrolment and kept on file
- Where we have displayed images at Sway Dance Club or on social media, parents/carers and students may withdraw their permission at any time. In such cases, the images will be removed as soon as is reasonable and without question. Parents/carers or students need to contact the principals Mr Nick Kelly &/or Mrs Cheyenne Anderson to do this.

We ask that any parent/carer wanting to take photographs or film at our events only do so with our prior permission. Permission will only be granted on the agreement of all present. This Safeguard policy will be reviewed annually by the DSL and principals.

Document Date: 06/01/2026

Review Date: 05/01/2027

Signed by the principals Mr Nick Kelly & Mrs Cheyenne Anderson