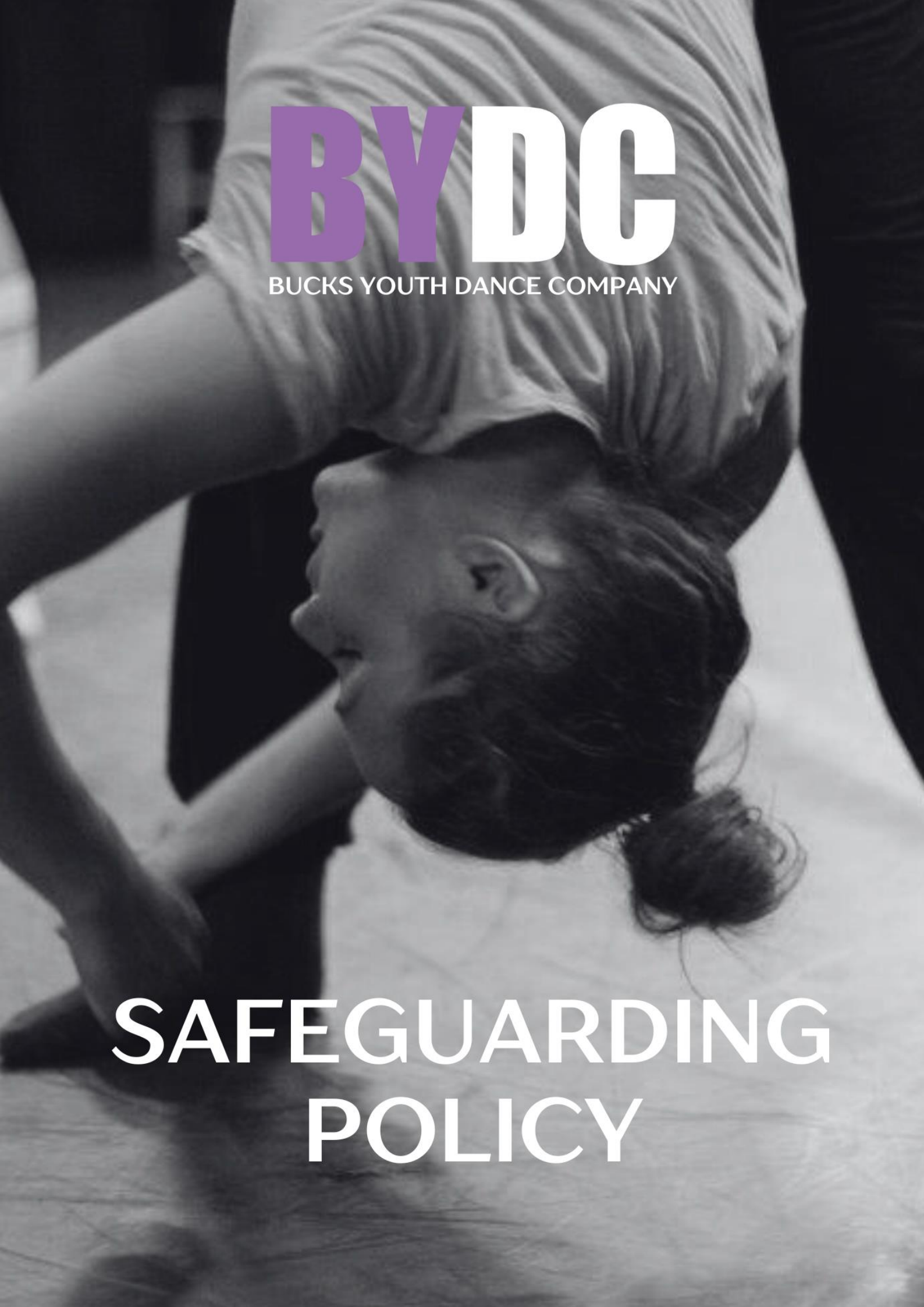




BYDC

BUCKS YOUTH DANCE COMPANY

SAFEGUARDING POLICY

Bucks Youth Dance Company

Safeguarding Policy for Children, Young People and Adults at Risk

(Updated September 2026)

1. Policy Statement

Bucks Youth Dance Company (BYDC) has a duty of care to ensure the safety and wellbeing of all children, young people and adults at risk whilst taking part in classes, workshops and performance events. We will provide, as far as is reasonably practicable, an environment that is safe and with minimum risk to all who take part.

This policy applies to all teachers, guest artists, volunteers, placement students or anyone working on behalf of BYDC.

2. Policy Aims

- Provide children, young people and adults at risk with appropriate safety and protection whilst in the care of our dance company.
 - Provide teachers, artists, volunteers and students with the principles of our approach to safeguarding and child/adult protection.
 - Ensure informed and confident responses to specific safeguarding issues can be made.
 - Promote a culture of openness and vigilance in which safeguarding is everyone's responsibility.
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3. Statutory Framework

This policy is written in accordance with the following:

- *Working Together to Safeguard Children* (HM Government, 2026)
- *Keeping Children Safe in Education* (Department for Education, 2026)
- The Children Act 1989 & 2004
- The Education Act 2002

- The Care Act 2014 (for adults at risk)
 - Data Protection Act 2018 / UK GDPR
 - The Counter-Terrorism and Security Act 2015 (*Prevent Duty*)
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4. Definitions

Child/Children: Any person who has not yet reached their 18th birthday.

Young People: Used collectively to include children and those aged 18–25 (including university student participants/ placement students). However, the law assumes that by age 16 people can make their own decisions as long as they have capacity to do so, and it is acknowledged that those age 18+ are adults and therefore permissions (see below) will be granted by them rather than parent/carer.

Adult at Risk: As defined by the Care Act 2014, any person aged 18+ who has care and support needs, is experiencing or at risk of abuse/neglect, and cannot protect themselves.

Types of abuse include:

- Physical abuse
 - Emotional abuse
 - Sexual abuse
 - Neglect
 - Child-on-child abuse (including bullying, sexual violence/harassment, hazing)
 - Exploitation (CSE, CCE, county lines, trafficking, modern slavery)
 - Female Genital Mutilation (FGM)
 - Honour-based violence
 - Radicalisation and extremism
 - Online abuse and grooming
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5. Code of Conduct

All BYDC teachers, guest artists, placement students and volunteers must:

- Treat all children, young people and adults at risk with respect.
 - Demonstrate an example of good conduct at all times.
 - Ensure whenever possible that there is more than one adult present during activities.
 - Recognise that caution is required when discussing sensitive issues.
 - Respect a young person's right to personal privacy.
 - Approach necessary physical contact in dance with explanation and permission.
 - Challenge unacceptable behaviours and report all allegations or suspicions of abuse to the DSL.
 - Use BYDC-approved communication channels only.
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6. Good Practice Guidelines

All personnel should be encouraged to demonstrate exemplary behaviour to protect themselves from false allegations. Abuse can occur in any setting. Suspicious cases of poor practice should be reported to the DSL.

7. Chaperones

- BYDC has licensed chaperones for performance events, trained in safeguarding and approved by their local authority.
 - All voluntary or paid chaperones will hold an Enhanced DBS and safeguarding training.
 - Chaperones will receive a copy of this safeguarding policy.
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8. Communication Channels & Messaging Systems

BYDC use a dedicated, private WhatsApp group managed strictly by BYDC leaders for rehearsal schedules, reminders, and to share rehearsal videos/ learning materials (i.e. Rambert Grades syllabus videos and notes), encouraging dancers to take personal ownership and responsibility for their training and rehearsal prep. While WhatsApp is an instant messaging app, BYDC maintains strict professional boundaries at all times: the group is moderated solely by company leaders and is used exclusively for official learning and rehearsal purposes.

- a. Data Protection & Usage: Phone numbers added to the group will be visible to other group members. BYDC will take all steps to ensure this channel is used solely for the intended purposes outlined above.
 - b. Consent & Withdrawal: Inclusion in this group is optional. Consent can be modified or withdrawn at any time by emailing bydanceco@gmail.com or by contacting a BYDC leader, and your child may leave the group at any point.
 - c. Parent Communication Guarantee: Regardless of WhatsApp participation, all essential administrative details, logistical updates, schedules, financial information, and official performance consent forms will always be communicated directly to parents/carers via email.
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9. Photography, Filming, Media & Online Safety

- a. Consent: BYDC collects written consent from both the parent/carer and child/young person before photographing or filming dancers under 18. Young people aged 18+ provide direct consent.
- b. Social Media Policy: Media is published strictly on official, group managed BYDC channels for organisational promotion and celebrating achievement. BYDC will not

tag individual personal accounts of minors on public posts, unless the account is parent-run and pre-approved. Dancers are not required to hold personal social media accounts.

- c. Third-Party/ Guest Performance Photography: When performing as guests at external venues of festivals, media may be taken by host event photographers/ videographers. BYDC licenced chaperones will accompany and supervise dancers at all times (backstage, rehearsals, careers talks, workshops etc).
- d. Data Rights & Storage: Children's full names will not accompany public photos. Media is stored securely in accordance with UK GDPR and consent can be modified or withdrawn at any time by emailing bydanceco@gmail.com.

Overview:

- Dual written consent is required for under-18s.
- Consent from young people aged 18+ will be obtained directly.
- Filming and photography will be used in a professional manner and only with consent.
- Children's full names will not be used with images.
- Photographers/videographers must not have unsupervised access to children.

10. Recruitment & Training

- All staff, volunteers and placement students must undergo Enhanced DBS checks.
- Staff must hold relevant qualifications or be in professional dance training.
- All staff/volunteers must read the safeguarding policy before working with BYDC participants.

11. Keeping children and young people safe: risk assessment and management

- When rehearsing at Buckinghamshire New University, security and safety is paramount. Access to the building is obtained through a buzzer entry system operated by security. Access to the studio is via electronic key card. BYDC staff have a key fob allowing them access to the building and studio. No unauthorised persons can access the studio.
- When BYDC activities take place at another venue i.e. for filming/rehearsals/performance, BYDC staff must continue to follow their safeguarding procedures in addition to the company/venue/organisation's safeguarding policies.
- BYDC staff plan and prepare activities in detail, and ensure all children and young people involved are adequately supervised at all times.
- Parents should be given full information about a project, especially when running

outside of our usual location.

- BYDC staff must have access to a telephone or working mobile phone on their person in the event of an emergency.
- BYDC staff must retain secure access to medical disclosures, emergency contact numbers and action plans (e.g. EpiPens, inhalers) during all rehearsals and performances.
- BYDC operates a nut-aware policy during all company activities to protect participants with severe allergies/anaphylaxis.
- BYDC staff must know the evacuation procedures.

Additional

Whilst at Buckinghamshire New University, BYDC follows the BNU's Health & Safety and Fire Safety Policies. These can be found on the university website.

Health & Safety	https://www.bucks.ac.uk/sites/default/files/2021-03/health-and-safety-policy.pdf
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12. Designated Safeguarding Lead (DSL)

DSL: Pippa Fisher-Coldwell (bydanceco@gmail.com | 07729 190290)

The DSL is responsible for:

- Receiving and acting upon safeguarding concerns.
- Liaising with statutory agencies.
- Supporting staff/volunteers in handling concerns.
- Ensuring safeguarding training is up to date.

In the DSL's absence, concerns should be referred to Louise Kelsey-Spencer or directly to the Local Authority.

13. Bullying

BYDC has a zero-tolerance policy on bullying. If bullying is suspected, the following actions will take place to help the victim and to prevent bullying:

- Any sign of bullying will be taken very seriously.
- All children/young people will be encouraged to speak about their concerns. The victim will be helped to speak out and to tell someone in authority.
- All allegations will be investigated and actions taken to ensure safety of the victim.
- Victims and alleged bullies will be spoken to separately.
- Victims will be reassured that they can trust who they are speaking to and they will

be helped, but promises must not be made to tell no one else.

- Any concerns must be reported to BYDC staff immediately so appropriate action can be taken.

14. Responding to Disclosures

If a child/young person/adult at risk discloses abuse:

- Stay calm and listen carefully.
- Allow them to communicate at their pace.
- Ask questions for clarification only; do not pass judgement.
- Reassure them they have done the right thing in telling you.
- Explain what you need to do next and with whom the information will be shared.
- Record in writing what was said using the child's/young person's own words where possible. Note date(s), time(s), any names mentioned, to whom the information was given, and ensure that the record is signed and dated.
- Contact the designated safeguarding lead.

It is not the responsibility of anyone working at BYDC, in a paid or unpaid capacity, to decide whether or not child abuse has taken place. There is a responsibility to act on any concerns by contacting the appropriate authorities. We assure all staff/volunteers that we will fully support and protect anyone who in good faith reports his/her/their concern that a colleague is, or may be, abusing a child.

If you have immediate concern about the safety of child or an adult who might be at risk, contact the police.

15. Confidentiality

Every effort will be made to ensure that confidentiality is maintained for all concerned. Information will be handled and disseminated on a need-to-know basis only.

16. Contacts

PIPPA FISHER-COLDWELL <i>BYDC Co-Leader & DSL</i>	EMAIL: bydanceco@gmail.com TEL: 07729190290
LOUISE KELSEY-SPENCER <i>BYDC Co-Leader</i>	EMAIL: bydanceco@gmail.com TEL: 07792730844

**PLEASE NOTE THAT IF THERE ARE ANY SAFEGUARDING OR CHILD PROTECTION CONCERNS,
THESE MUST BE REPORTED TO PIPPA FISHER-COLDWELL IMMEDIATELY AS THE
DESIGNATED SAFEGUARDING LEAD**

17. Multi-Agency Safeguarding Hub

If necessary, concerns that a child or young person is being abused or neglected should be reported to the Multi-Agency Safeguarding Hub (MASH). The MASH is a team including police, health, education, children's social care and safeguarding, probation, adult social care, mental health and others. The benefit is that they can co-locate key partners to improve the initial response, quickly share information and make decisions as the required level of intervention.

WEBSITE: <https://www.bucksmind.org.uk/guide/multi-agency-safeguarding-hub-m-a-s-h/>

EMAIL: cypfirstresponse@buckscc.gov.uk

TEL: 08454600001 (child safeguarding)

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Next review date: September 2027