

Safeguarding Policy
January 2026

BALLET BRITAIN

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Mission Statement

At Ballet Britain, henceforth to be referred to as Ballet Britain, we believe that everyone has the right to live free from abuse of any kind.

Ballet Britain chooses to work to the widest definition of safeguarding. We choose to define safeguarding as relating to our employees, freelancers and volunteers, henceforth to be referred to collectively as “employees”, as well as our students.

We have a responsibility to do the very best we can to keep Ballet Britain employees and students safe. Safeguarding is central to our values.

Who the policy is for

This policy applies to all Ballet Britain employees, freelancers, teachers and volunteers, and is designed to help all parties spot signs of abuse and neglect and to know how to respond. Ballet Britain recognises that, in law, a child is anyone under the age of 18. Ballet Britain also has students who are young adults, including young adults at risk. For the purpose of this policy both children and young adults Ballet Britain work with will be referred to as ‘students’.

We will treat any breach of this policy very seriously. For employees, failure to follow this policy could lead to disciplinary action, which may ultimately result in dismissal. For partners and freelancers, we reserve the right to immediately terminate your contract.

Scope

This policy has been developed in accordance with the requirements and principles established by the relevant legislation and statutory guidance in England, including but not limited to:

- The Care Act 2014
- Equality Act 2010
- Human Rights Act 1998
- Data Protection Act 2018
- Mental Capacity Act 2005
- The Children Act (1989) and (2004)
- Working Together to Safeguard Children 2023

Safeguarding in the Digital Space

Ballet Britain recognises the importance of safeguarding in the digital space. Digital safeguarding means the protection from harm in the online environment through the implementation of effective technical solutions. This policy applies to all in person and digital communications.

This policy should be read alongside Ballet Britain’s relevant policies and procedures, including but not limited to:

- Ballet Britain’s Health and Safety Policy
- Appropriate Contact in Dance Policy
- Code of Conduct for under 11s and over 11s
- Parent volunteer information pack
- Student acceptance pack

- Digital Media Policy

Objectives

- To ensure that Ballet Britain's employees and partners understand their responsibilities in relation to safeguarding and know how and when to escalate concerns within Ballet Britain and externally

Guiding Principles

This policy is based on the following principles:

- Safeguarding and promoting well-being and welfare means protecting the rights of all individuals to live in safety, free from abuse and neglect
- Safeguarding is everyone's business
- The welfare of individuals is paramount
- All people, regardless of age, ability, gender, racial heritage, religious belief, sexual orientation, culture or identity, have a right to equal protection from all types of harm or abuse and no person or group of people should be treated less favourably than others in being able to access services which meet their particular needs
- Some children and adults are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs, disability, age or other factors
- Working in partnership with statutory services where relevant, is essential in promoting well-being and preventing harm

What Ballet Britain will do

Ballet Britain will seek to keep students safe by:

- Adopting safeguarding practices throughout every area of functionality
- Our safeguarding policy will be available for all staff, freelancers, teachers, volunteers and other parties to access
- Ballet Britain will only work with partners who have aligned objectives in supporting our employees and students.
- We have a commitment to safer recruitment, selection and vetting that include checks into the eligibility and the suitability of all individuals associated with Ballet Britain. Students aged 16 and over who work with Ballet Britain will have to provide a basic Disclosure and Barring Service check, which Ballet Britain will pay for.
- Ballet Britain commits to always having a minimum of two adults in each class.
- We have a complaints procedure which is an open and well publicised way in which children and adults can voice concerns about unacceptable and/or abusive behaviour.
- At classes, rehearsals and performances, children under the age of 16 must be signed in and out by a responsible adult before being left with the Ballet Britain staff members. Ballet Britain must also have the child's name, age and address and the names and addresses of the child's parents/carers, plus their mobile telephone numbers on record. Young people aged 16 or 17 may attend unaccompanied if prior consent is given from their parents/carers
- Providing effective management for Ballet Britain employees and associates through supervision, support and training
- Sharing child protection/adult at risk concerns with statutory services if it is deemed a child/adult at risk is either suffering abuse, or at risk of abuse

- Risk assessing all of our activities

Code of Conduct

All employees will seek to keep students safe by:

- Valuing them, listening to and respecting them
- Keeping them at the centre of everything we do
- Adopting safeguarding practices, both in person and on line by following Ballet Britain safeguarding procedures and policies
- Never forming personal relationships outside of work with students we work with through Ballet Britain
- Only communicating with students through professional channels, using the rule of three principle i.e. there will always be another member of staff copied into any communication with a student
- Not accepting friend requests on social media platforms, nor communicating with students on social media platforms, other than through Ballet Britain's channels
- Sharing any concerns we have relating to any individual we meet in our work with Ballet Britain

The purpose of this policy is to:

- Protect students and employees of Ballet Britain from harm
- inform our students/student parents and partners of our overarching principles in relation to safeguarding
- provide all Ballet Britain employees and students with the overarching principles and procedures that guide our approach to safeguarding

Safeguarding roles at Ballet Britain

All those who work for or with Ballet Britain share the responsibility for safeguarding and protecting our students and employees.

In addition, there are individuals with additional responsibilities:

Designated Safeguarding Lead – Imogen-Lily Ash, immie@balletbritain.com Tel.07835655937

Deputy Designated Safeguarding Lead – Mason Gain, mason@balletbritain.com Tel: 07585599136

Ballet Britain also employs an independent safeguarding advisor for specialist advice.

Filming/photographing Students

Ballet Britain will always seek consent from parents/carers and students over the age of 11, prior to filming, or taking photographs.

Safeguarding Training

The Designated Safeguarding and Deputy will attend multi-agency training every three years through Birmingham Safeguarding Children Partnership.

Safeguarding will form part of the induction of all new employees and freelancers working with Ballet Britain. Additionally all employees and freelancers will attend an annual refresher safeguarding session.

What to do if you have a safeguarding concern

Staff member has a safeguarding concern about a student/employee, or a student/employee makes a disclosure of possible abuse

Speak to the Designated Safeguarding Lead, or in their absence, the Deputy Designated Safeguarding Lead

If necessary the Designated Safeguarding Lead makes contact with the independent safeguarding advisor for advice

Designated Safeguarding Lead seeks advice from/makes a referral to statutory services, as required

Escalating Concerns

It is important to note that as an employee of Ballet Britain if you raise a safeguarding concern you have a responsibility to ensure your concern is addressed to your satisfaction.

Therefore, if you feel that your concern has not been addressed to your satisfaction by the Designated Safeguarding Lead you should escalate your concern to the independent safeguarding advisor, and then, if necessary, to the local authority.

Remember

If you are worried do something about it and you will always be protected by the law if you are following the reporting process set out in this policy and you are sharing information in good faith that you think someone is being abused

Allegations against Employees

If an allegation or disclosure is made against an employee, report to the Designated Safeguarding Lead, by completing the safeguarding concern form. If the concern relates to the Designated Safeguarding Lead, report to the Deputy Designated Safeguarding Lead.

Confidentiality needs to be maintained with no discussion regarding the concern/allegation with anyone else. It is essential that any investigation is not compromised by employees sharing information or attempting to investigate before reporting – this would include asking leading questions to the person making the allegation. It is also essential to maintain confidentiality and not to speak to anyone other than the Designated Safeguarding Lead because there may be a misunderstanding and that person may be entirely innocent.

The Designated Safeguarding Lead will inform the independent safeguarding advisor and a decision will be made on what action needs to be taken and whether advice needs to be sought from, or a referral made to, statutory services, including the Local Authority Designated Officer.

If statutory services become involved the outcome of the external investigation will inform the action taken by Ballet Britain. This may result in an internal investigation being conducted by Ballet Britain.

Supporting those involved

- If the allegation is in relation to an employee, the employee will be given a staff liaison point for the period of investigation by statutory services and Ballet Britain.
- The employee will be kept informed about progress and informed of outcome and will be offered appropriate support by the staff liaison point while the case is ongoing

Confidentiality

- If relevant Ballet Britain will be guided by the police in matters relating to press/media

Information Sharing & Confidentiality

The protection of individuals will take precedence over other legal rights. Please be assured that as long as information is shared in an appropriate manner, using internal and local authority protocols, and in good faith there is a concern of abuse, the law will protect you. You should ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and shared promptly. Always follow the seven golden rules of information sharing, as set out in Appendix Four.

Governance

The safeguarding policy will be reviewed annually or when legislation changes. Ballet Britain has a safeguarding quality assurance framework, as set out in Appendix Three.

Appendix One - Definitions

“Safeguarding” and “Child Protection”

In terms of adults The Care Act 2014 defines adult safeguarding as “protecting a person’s right to live safely, free from abuse and neglect”. There are more categories of abuse with adults than there are with children. With adults the categories are physical abuse, emotional/ psychological abuse, financial abuse, sexual abuse, organisational abuse, neglect, discriminatory abuse, domestic violence, modern slavery and self-neglect.

In terms of children, the definition of safeguarding is broader and is set out in “*Working Together to Safeguard Children 2023 - A guide to inter-agency working to safeguard and promote the welfare of children*”. This is the statutory guidance that sets out the legislative requirements and expectations of individual services to safeguard and promote the welfare of children.

Working Together to Safeguard Children 2023 does not separate safeguarding and promoting the welfare of children. This is the definition:

- Protecting children from maltreatment;
- Preventing impairment of children’s health or development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and
- Taking action to enable all children to have the best outcomes

Separate to safeguarding children is “child protection”. Child protection is defined in the Children Act 1989 as where there is “reasonable cause to suspect a child is suffering, or is likely to suffer, significant harm”. The Children Act 1989 introduced significant harm as the threshold that justifies compulsory intervention in family life in the best interests of children. Physical abuse, sexual abuse, emotional abuse and neglect are all categories of significant harm. Harm is defined as the ill treatment or impairment of health and development.

In simple terms, safeguarding is the overall well-being of the child and every professional and every organisation is responsible for the safeguarding of children. Within that there is child protection, when it is thought a child is either being maltreated or is at risk of maltreatment.

Age of a Child

A child becomes an adult in law at 18 in the UK, this is in line with the United Nations Convention on the Rights of the Child. Many people use the term “young people” but there is no legal definition for the age of a “young person”. 16 and 17-year-olds are children, in legal terms.

Adult at Risk

An adult at risk is defined by the Care Act 2014 as a person 18 and over who;

- has needs for care and support (whether or not the local authority is meeting any of those needs) and;
- is experiencing, or at risk of, abuse or neglect; and
- as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Local Authority Designated Officer (LADO)

The role of the LADO is set out in Working Together to Safeguard Children 2023 and is governed by local authorities' duties under section 11 of the Children Act 2004. The LADO must be contacted within one working day in respect of all cases in which it is alleged that a person who works with children has:

- behaved in a way that has harmed, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates they may pose a risk of harm to children
- Behaved or may have behaved in a way that indicate they may not be suitable to work with children

There may be up to three strands in the consideration of an allegation:

- a police investigation of a possible criminal offence;
- enquiries and assessment by children's social care about whether a child is in need of protection or in need of services;
- consideration by an employer of disciplinary action in respect of the individual.

Appendix Two - Categories of Abuse

Child Abuse

The categories of abuse of children are set out in the statutory guidance *Working Together to Safeguard Children 2023* and are as follows:

Physical Abuse

A form of abuse which may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional Abuse

The persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed

on children. These may include interactions that are beyond a child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual Abuse

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Child sexual exploitation is a form of child sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity

- a. in exchange for something the victim needs or wants, and/or
- b. for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

Neglect

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

1. provide adequate food, clothing and shelter (including exclusion from home or abandonment)
2. protect a child from physical and emotional harm or danger
3. ensure adequate supervision (including the use of inadequate care-givers)
4. ensure access to appropriate medical care or treatment

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs. Ballet Britain recognises there are other forms of abuse of children, including female genital mutilation, fabricated or induced illness, child criminal exploitation, including sexual exploitation and county lines, child trafficking, modern slavery, child-on-child/peer-on-peer abuse, domestic abuse, so called "honour-based" violence and abuse and extremism.

Adult Abuse

There are ten categories of abuse for adults:

- Physical abuse
- Domestic violence or abuse
- Sexual abuse

- Psychological or emotional abuse
- Financial or material abuse
- Modern slavery
- Discriminatory abuse
- Organisational or institutional abuse
- Neglect or acts of omission
- Self-neglect

For details of types of each kind of abuse and possible indicators, see the following link:
<https://www.scie.org.uk/safeguarding/adults/introduction/types-and-indicators-of-abuse>

Appendix Three - Safeguarding Quality and Assurance Framework

The Designated Safeguarding Lead, working with the independent safeguarding advisor is responsible for the monitoring, revision, and updating of this policy. On a quarterly basis, the Designated Safeguarding Lead will produce a report which provides assurance for the implementation of this policy across the following areas:

- The number of safeguarding concern forms completed in that quarter and a broad description of what those concerns are
- The number of referrals to external agencies, which those agencies were and what their response was
- How many of the concerns in that quarter are now resolved and how many are outstanding
- A summary of how the organisation is working effectively to safeguard our community
- Robust processes in place to learn lessons from incidents
- Evidence Ballet Britain is appropriately engaged with relevant external agencies, in terms of safeguarding
- Employee safeguarding training

The report has the dual purpose of not only providing assurance but also enabling any themes, common issues, emerging trends and system-wide learning to be identified from across the organisation. Ballet Britain is committed to learning and improving in all matters in relation to safeguarding.

Appendix Four - The seven golden rules to sharing information

Source:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.

3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to-date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.

Appendix Five - Safeguarding Concern Form

Safeguarding Concern Number..... (to be added by Designated Safeguarding Lead)

1. To be completed by member of staff

Person with the concern:
Date of concern/incident:
Time of concern/incident:
Employees Present:
All others Present:
Location:
<u>SAFEGUARDING CONCERN/INCIDENT</u>
<u>REPORTING TO DESIGNATED SAFEGUARDING LEAD</u>
To Whom it was Reported:
Date Reported:
Time Reported:

<u>ACTION TAKEN BY DESIGNATED SAFEGUARDING LEAD:</u>
<u>OUTCOMES</u>
<u>SIGNED AND DATED BY WORKER</u>
<u>SIGNED AND DATED BY THE DESIGNATED SAFEGUARDING LEAD</u>

2. Designated Safeguarding Lead's Response Record

<u>ACTIONS TAKEN BY DESIGNATED SAFEGUARDING LEAD AND REASONS WHY</u>
<u>REFERRAL MADE TO OTHER AGENCIES. YES/NO. REASONS WHY</u>
<u>OUTCOMES (including feedback given to relevant staff/professionals)</u>
<u>SIGNED AND DATED BY DESIGNATED SAFEGUARDING LEAD</u>
<u>DATE OF CLOSURE</u>

3. Independent Safeguarding Advisor's Response Record

ACTIONS TAKEN BY INDEPENDENT SAFEGUARDING ADVISOR AND REASONS WHY

OUTCOMES (including feedback given to Designated Safeguarding Lead)

SIGNED AND DATED BY INDEPENDENT SAFEGUARDING ADVISOR

DATE OF CLOSURE