

Basic safeguarding checklist of requirements for dance schools

Health and Safety

- consider the suitability and safety of the setting for employees and take steps to reduce any risks identified
- first aid training and/or a first aid kit to hand as well as awareness of what to do in an emergency (for example, call 999 if a child is having an asthma attack)
- fire safety and evacuation plan
- two emergency contact numbers for each child where possible, and know of any medical concerns or allergies

Safeguarding and child protection

- safeguarding and child protection policy in place
- awareness of and training on the specific safeguarding issues that can put children at risk of harm
- clear procedures on what to do if they have concerns about a staff member, volunteer or other adult who may pose a risk of harm to children
- appoint a designated safeguarding lead (DSL), who has undertaken safeguarding and child protection training
- provide parents with a named individual (such as the DSL) so they can raise safeguarding concerns, or if you are a lone provider provide the contact details of your local authority's children's services or the NSPCC helpline number
- have contact details for the DSL and the local authority designated officer (LADO) and know the local referral route into children's social care

Suitability of staff and volunteers

- ensure staff and volunteers have had relevant pre-employment checks (for example, DBS check, verification of identity) or, if you are a volunteer or self-employed, checked if an umbrella body, or the organisation contracting your services, can apply for a DBS check on your behalf
- regular performance reviews in place to check the suitability and training requirements of staff and volunteers after their appointment

Governance

- should have a clear complaints procedure
- should have an effective whistleblowing policy

Remember: These basic safeguarding practices should be supported by effective leadership, training and a culture of vigilance around children's welfare in your setting.

Source: guidance from the Department for Education

Made by Dance School Safeguarding Services in partnership with the IDTA