



Safeguarding Policy

October 2026 | Next review due October 2027

Designated Safeguarding Lead: Karen Forbes, Principal
07506 946882 | karenforbesschoolofdance@gmail.com

Our commitment

Karen Forbes School of Dance believes that every child and young person should be able to enjoy dancing in a setting where they are safe, respected and listened to. The welfare of the child always comes first.

This policy applies to everyone who teaches or helps at the school, paid or unpaid, at every venue we hire. Karen Forbes, the Principal, is the Designated Safeguarding Lead and a member of the Imperial Society of Teachers of Dancing (ISTD).

How our teachers work

- Teachers hold an Enhanced DBS check and follow the ISTD's safeguarding policy and code of conduct.
- They treat every pupil with equal respect and do not have favourites.
- There is always a second adult in the room during classes on Saturdays.
- They explain and ask before any hands-on correction of posture or placement, and keep contact brief.
- One-to-one lessons take place only with a parent's agreement in advance, at the hired venue, and parents are welcome to stay.
- They do not comment on a pupil's weight or body shape.
- They do not contact pupils by personal phone, message or social media. The school communicates with parents and carers.
- They keep a register and know who is in the room.
- They tell Karen straight away if a pupil is accidentally hurt, is unusually distressed, or may have misunderstood something a teacher said or did.
- They keep their safeguarding training up to date.

Our venues

We teach in hired school and church halls that other people may be using. Entrance doors are kept locked during classes and visitors ring the bell to be let in, so nobody can walk in unannounced. Teachers check the room before each class, know the fire exits, carry a phone and pupils' emergency contact details, and do not allow people unconnected with the class into the room during lessons.

What we ask of parents and carers

- Keep us up to date with your contact details, emergency contacts and any medical conditions or additional needs.
- Bring younger children to the room and collect them from it. Tell us in advance if someone different will be collecting.
- Supervise your child until the class starts and from the moment it ends.
- Accompany young children to toilets and changing areas where these are shared with other users of the building.
- Do not photograph or film other people's children, or share images of them online.
- Tell us straight away if anything worries you.

Photographs and video

We photograph or film pupils only with a parent's or carer's written consent, which can be withdrawn at any time. We do not publish a child's full name with their image.

If you have a concern

This applies to parents, carers, pupils, teachers and helpers alike.

- **If a child is in immediate danger, call 999.**
- Speak to Karen in person, by phone or by email. This includes any concern about a teacher, assistant or helper. Every concern is taken seriously.
- **You can also contact ISTD Safeguarding** on 020 7377 1577 or at safeguarding@istd.org.
- If you are worried about a child and cannot reach Karen, contact children's services. For Wimbledon classes: Merton Children and Families Hub, 020 8545 4226 (out of hours 020 8770 5000). For Southsea classes: Portsmouth MASH, 023 9268 8793 (out of hours 0300 555 1373).
- You may also contact the NSPCC Helpline on 0800 800 5000.

If a child tells a teacher something

Teachers will stay calm, listen and take what the child says seriously. They will not ask leading questions, and they will not promise to keep it secret. They will explain that they need to tell Karen so that the child can be kept safe, write down what was said in the child's own words, and report it to Karen the same day.

Teachers do not investigate. It is not the school's role to decide whether a child has been harmed. Our role is to notice, record and pass concerns on.

What happens next

- Karen records the concern and takes advice where needed from children's services, the NSPCC or the ISTD.
- If a child may be at risk of harm, she refers the matter to children's services for the area where the child lives, on the same day.
- We normally speak to parents or carers first. We will not do so where that could put the child at greater risk. In that case we take advice from children's services before contacting the family.
- If the concern is about a teacher or helper, that person may be asked not to teach while it is looked

into. This is a neutral step and does not mean the concern is believed.

- Information is kept securely and shared only with those who need to know.

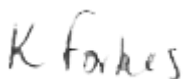
Behaviour and bullying

We expect pupils to treat each other with kindness and respect. Bullying of any kind, in class or online, is not tolerated. Serious or repeated incidents are treated as safeguarding concerns.

Exams, shows and performances

The same standards apply at exams, rehearsals and performances. Backstage and changing areas are open only to pupils, teachers and authorised helpers, and we use council-approved chaperones where a performance requires them.

This policy is reviewed every year. It is given to every teacher and helper and is available to all parents and carers.

Signed:  Karen Forbes, Principal

Date: __5 October 2026_____