SAFEGUARDING & CHILD PROTECTION

POLICY AND PROCEDURES

babyballet® Franchising LTD.

On behalf of all babyballet® Franchises

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Key Contacts

Your babyballet® Franchise

Every babyballet® franchise has a Designated Safeguarding Lead (DSL) responsible for safeguarding within their area.

You can find your local babyballet® franchise and contact details here:
https://babyballet.co.uk/full-list-of-babyballet-schools/

Your local franchisee should usually be your first point of contact for any safeguarding concerns.

babyballet® Head Office

If you would prefer to speak to someone outside of your local franchise, wish to raise a concern about your local DSL, or would like to make a report directly to Head Office, you can contact:

Email: safeguarding@babyballet.co.uk

Head Office Designated Safeguarding Leads (DSLs)

1) Lucy Crabtree
   Email: safeguarding@babyballet.co.uk
   Direct contact: lucy.crabtree@babyballet.co.uk
2) Andy Hutchings
   Email: safeguarding@babyballet.co.uk
   Direct contact: andy.hutchings@babyballet.co.uk
3) Abigail Franklin
   Email: safeguarding@babyballet.co.uk
   Direct contact: creativesupport@babyballet.co.uk

In an Emergency

If you believe a child is in immediate danger or at risk of serious harm, you must contact emergency services immediately by calling 999.

Quick Reference

For a visual summary of how to report a safeguarding concern, please refer to:

- Appendix A – Safeguarding Concern Reporting Flowchart.

Additional safeguarding templates and documentation can be found in the appendices at the end of this document.

If you are unsure whether a concern is a safeguarding issue, you should still report it. It is always better to share a concern than to do nothing.

1. Policy Statement

1.1 Introduction

babyballet® teaches babies, toddlers and young children the foundations of ballet, movement and music in a safe, nurturing and inclusive environment. Our classes are designed to be educational, joyful and developmentally appropriate, fostering confidence, creativity and a love of dance from as young as six months.

Creating this positive experience depends on an atmosphere of trust, respect and safety.

Every child who attends a babyballet® class, workshop or event has the right to feel safe and to be protected from harm. Safeguarding is therefore at the heart of everything we do.

babyballet® recognises that effective safeguarding not only protects children, but also protects staff, franchisees and volunteers from misunderstandings or unfounded allegations by ensuring clear procedures, professional boundaries and transparent reporting processes.

1.2 Our Commitment

babyballet® has a legal and moral duty to safeguard and promote the welfare of all children who engage with our services.

We recognise that:

- The welfare of the child is paramount.
- All children, without exception, have the right to protection from abuse, neglect and exploitation.
- Safeguarding is everyone's responsibility.
- Early years children (including babies and toddlers) are particularly vulnerable and require enhanced vigilance.

babyballet® is committed to inclusive practice. We recognise that children have different needs and that safeguarding approaches must reflect this to ensure every child feels safe, heard and protected.

babyballet® is committed to taking all reasonable and proportionate steps to ensure children are safeguarded through robust policies, safer recruitment practices, staff training and clear reporting procedures.

We also recognise our responsibility to prevent children and adults from being drawn into radicalisation or extremism. Any such concerns will be managed in line with our safeguarding procedures and referred to the Designated Safeguarding Lead (DSL).

Policy Aims

The aims of this Safeguarding and Child Protection Policy are to:

- Establish and maintain an environment where children feel secure, valued, respected and listened to.

- Ensure parents, carers and staff know how to raise concerns and who to contact.
- Provide clear safeguarding leadership at both franchise and Head Office level.
- Embed safer recruitment procedures across all franchises.
- Ensure all staff understand their safeguarding responsibilities and professional boundaries.
- Enable staff to respond confidently, appropriately and without delay to safeguarding concerns.
- Ensure that all suspicions and allegations are taken seriously and responded to swiftly.
- Maintain accurate, factual and confidential safeguarding records.
- Work in partnership with local safeguarding partners and statutory agencies.
- Provide appropriate support to staff who raise concerns in good faith.

babyballet® staff are not investigators and do not determine whether abuse has occurred. Our responsibility is to recognise concerns, record them accurately, and refer appropriately to statutory agencies where thresholds are met.

1.3 Scope of This Policy

For the purposes of this policy, the term "staff" includes:

- Franchisees
- Employed staff
- Freelance teachers
- Teaching assistants
- Volunteers
- Chaperones
- Head Office personnel
- Any adult working on behalf of babyballet®

This policy applies to all babyballet® classes, events, workshops and activities across the UK franchise network.

Compliance with this policy is mandatory.

1.4 Legal & Statutory Framework

This policy is informed by and complies with current UK safeguarding legislation and statutory guidance, including:

Primary Legislation

- Children Act 1989
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Counter-Terrorism and Security Act 2015
- Data Protection Act 2018
- UK GDPR
- Equality Act 2010

Statutory Guidance

- Working Together to Safeguard Children (latest version – currently 2023)
- Keeping Children Safe in Education
- What to Do if You're Worried a Child is Being Abused (HM Government – latest version)
- Prevent Duty Guidance (under the Counter-Terrorism and Security Act 2015)

Although babyballet® is not a school or regulated educational setting, we adopt safeguarding standards aligned with national best practice and expect all franchisees to do the same.

This policy will be reviewed annually by babyballet® Head Office and updated immediately in response to legislative or statutory changes.

2. Safeguarding Roles & Responsibilities

Safeguarding is everyone's responsibility. All adults working within babyballet® must understand their role in protecting children from harm.

This section sets out safeguarding accountability across the franchise network and Head Office structure.

2.1 Responsibilities of All Staff

All staff must:

- Recognise their safeguarding responsibilities.
- Be able to identify signs and indicators of abuse, neglect or exploitation.
- Report concerns immediately to the Designated Safeguarding Lead (DSL).
- Respond appropriately to disclosures (listen, reassure, record, report).
- Maintain professional boundaries at all times.
- Work safely and effectively with children in accordance with the Code of Conduct.
- Complete mandatory safeguarding training before working unsupervised.
- Undertake refresher safeguarding training at least every two years.
- Understand that safeguarding concerns must never be investigated independently. Their role is to recognise concerns, record them accurately and report them promptly to the Designated Safeguarding Lead (DSL), who will determine the appropriate next steps.

Failure to follow safeguarding procedures may result in disciplinary action or termination of contract.

babyballet® will ensure staff are supported through:

- Safeguarding induction
- Access to training
- Clear reporting pathways
- Ongoing guidance and supervision

2.2 Franchise-Level Safeguarding Leadership

Each babyballet® franchisee is the Designated Safeguarding Lead (DSL) for their territory.

Each franchise must:

- Appoint a DSL (the franchisee by default).
- Identify a Deputy DSL where possible.

- Maintain up-to-date local safeguarding partner contact details.
- Ensure safeguarding training compliance across their team.
- Maintain a secure safeguarding record system.
- Review safeguarding policies annually.
- Notify Head Office of any referral to statutory agencies within 24 hours.

2.3 Role of the Designated Safeguarding Lead (DSL)

The DSL at franchise level holds lead responsibility for safeguarding and child protection within their school.

The DSL must:

- Be appropriately trained (minimum Level 3 safeguarding).
- Act as the first point of contact for safeguarding concerns.
- Provide advice and support to staff.
- Assess concerns and determine whether referral thresholds are met.
- Make referrals to Children's Social Care or other statutory agencies.
- Contact the Local Authority Designated Officer (LADO) within one working day where allegations are made against staff.
- Keep accurate, confidential safeguarding records.
- Inform babyballet® Head Office of serious safeguarding incidents or referrals, by emailing: safeguarding@babyballet.co.uk.
- Ensure safeguarding policies are implemented and understood.

The DSL must always act in the best interests of the child.

2.4 Head Office Safeguarding Oversight

babyballet® Head Office holds strategic safeguarding oversight across the franchise network.

Head Office responsibilities include:

- Maintaining and reviewing the Master Safeguarding Policy.
- Providing safeguarding guidance and governance oversight.
- Supporting franchise DSLs in complex or serious cases.
- Monitoring safeguarding compliance across franchises.
- Escalating concerns where franchise-level safeguarding is inadequate.
- Maintaining central oversight of serious safeguarding matters affecting the brand.

Head Office does not replace the statutory role of local safeguarding partners but provides governance assurance across the network.

2.5 Safer Recruitment

babyballet® recognises that safer recruitment is a critical safeguarding measure.

All franchises must comply with safer recruitment procedures in line with:

- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Keeping Children Safe in Education (best practice standards)

Recruitment requirements include:

- Enhanced DBS check with barred list check where eligible.
- Identity verification.
- Right to work verification.
- Appropriate references:
    - For employed roles, two written references will normally be required.
    - For freelance teaching roles, at least one professional reference or suitable professional contact will be obtained wherever possible.
- Safeguarding interview questions.
- Confirmation of qualifications.
- Completion of safeguarding training prior to unsupervised work.
- Appropriate first aid certification.

Please find more details about the safeguarding and first aid certification requirements in section 9 of this policy.

A central recruitment record must be maintained by each franchise and may be subject to Head Office audit.

No individual may work unsupervised with children until all safeguarding checks are complete.

3. Our Safeguarding Commitments

babyballet® is committed to embedding safeguarding into every aspect of our culture, leadership and delivery.

Safeguarding is not a standalone procedure; it is a continuous commitment to ensuring children are protected, respected and supported in all babyballet® environments.

To achieve this, babyballet® will:

3.1 Provide a Safe, Inclusive and Nurturing Environment

We will:

- Create welcoming spaces where children feel secure, valued and confident.
- Promote inclusive practice so that safeguarding approaches reflect the diverse needs of children and families.
- Make reasonable adjustments where required to support safe participation.
- Ensure staff maintain clear professional boundaries with children at all times.
- Ensure physical contact in dance instruction is appropriate, proportionate and explained.
- Maintain appropriate supervision arrangements during all babyballet® activities, ensuring that grown-ups remain on site (during classes); unless alternative supervised arrangements (such as at performances or events) have been formally organised.

Please note: Parents or carers remain responsible for their child throughout babyballet® classes unless supervision has been formally transferred to authorised chaperones or staff during performances or organised events.

3.2 Promote a Culture of Listening

babyballet® recognises the importance of children, families, staff and members of our community feeling heard, respected and able to raise concerns.

Because many children attending babyballet® are babies or very young children, safeguarding may involve recognising non-verbal communication, changes in behaviour, or concerns raised by parents, carers or other adults.

We will:

- Encourage children to express themselves through movement, play, communication and interaction in a supportive environment.
- Remain attentive to the behaviour, wellbeing and emotional responses of babies and young children, recognising that concerns may not always be communicated verbally.
- Take all disclosures, concerns and observations seriously, whether raised by a child, parent, carer, staff member or member of the public.
- Ensure staff understand how to respond calmly and appropriately when a concern is raised or a child shares information.

- Record and report concerns promptly in line with babyballet® safeguarding procedures.
- Avoid dismissing, minimising or delaying action in response to safeguarding concerns.

3.3 Commitment to Safer Recruitment

babyballet® recognises that safer recruitment plays a vital role in safeguarding children.

We are committed to ensuring that all individuals engaged across the babyballet® network are suitable to work with children and understand their safeguarding responsibilities.

We will:

- Apply safer recruitment principles when appointing franchisees, staff and freelance teachers.
- Ensure appropriate safeguarding checks are completed before individuals begin working with children.
- Provide safeguarding induction and training so staff understand their responsibilities in protecting children.
- Maintain recruitment records and safeguarding documentation in accordance with organisational procedures.
- Monitor compliance with safer recruitment requirements across the babyballet® network.

Detailed safer recruitment procedures are set out in Section 2 of this policy.

3.4 Respond Promptly and Appropriately to Concerns

babyballet® is committed to responding to safeguarding concerns in a timely, appropriate and responsible manner.

We will:

- Ensure all staff understand how to recognise and report safeguarding concerns.
- Maintain clear reporting pathways so that concerns can be raised quickly and safely.
- Take all safeguarding concerns seriously and act without delay where a child may be at risk of harm.
- Record concerns accurately and refer them to the Designated Safeguarding Lead (DSL) in accordance with babyballet® procedures.
- Make referrals to appropriate statutory agencies where safeguarding thresholds are met.
- Seek advice from the Local Authority Designated Officer (LADO) where concerns relate to the behaviour of an adult working with children.
- Ensure Head Office is informed of serious safeguarding concerns where required. To contact, please email safeguarding@babyballet.co.uk.

Staff must not attempt to investigate safeguarding concerns themselves. Their role is to recognise concerns, record information accurately and report them promptly.

3.5 Work in Partnership with Safeguarding Agencies

Safeguarding children is a shared responsibility. babyballet® will work cooperatively with relevant safeguarding agencies where necessary to protect children.

This includes:

- Children's Social Care
- Local safeguarding partnerships
- Police services
- Local Authority Designated Officers (LADO)

Where appropriate we will:

- Share information lawfully and responsibly in order to protect children from harm.
- Follow guidance and advice provided by safeguarding professionals and statutory agencies.
- Support multi-agency safeguarding processes where concerns arise.

Information sharing will always be carried out in accordance with Data Protection Act 2018 and UK GDPR, recognising that the safety and welfare of the child is paramount.

3.6 Protect and Support Staff

babyballet® recognises that safeguarding concerns can be complex and that staff must feel confident raising concerns.

We will:

- Encourage an open and transparent culture where safeguarding concerns can be raised without fear.
- Support staff who report safeguarding concerns in good faith.
- Provide safeguarding guidance and training to help staff understand their responsibilities.
- Ensure concerns about the behaviour of adults working with children are managed fairly and in accordance with safeguarding procedures.
- Maintain appropriate confidentiality during safeguarding processes.

babyballet® is committed to ensuring that staff feel supported when acting to safeguard children.

3.7 Maintain Continuous Review and Improvement

babyballet® is committed to maintaining strong safeguarding practice across the franchise network.

We will:

- Review this Safeguarding and Child Protection Policy annually.
- Update procedures in response to legislative, statutory or safeguarding guidance changes.
- Promote regular safeguarding training and awareness across the babyballet® network.
- Monitor safeguarding compliance within franchises and Head Office operations.
- Reflect on safeguarding incidents and learning to strengthen future practice.

Safeguarding is an ongoing responsibility requiring vigilance, reflection and continuous improvement.

4. Recognising Abuse

Safeguarding concerns may arise in many different ways. Abuse can occur in any family, community or setting and may be perpetrated by adults or, in some cases, by other children.

Staff should be aware that children attending babyballet® are often very young and may not be able to verbally communicate concerns. Safeguarding concerns may therefore present through:

- Changes in behaviour
- Signs of distress or withdrawal
- Unexplained injuries
- Concerning interactions between adults and children
- Information shared by parents, carers or other adults

It is not the role of babyballet® staff to determine whether abuse has occurred. Their responsibility is to recognise concerns, record them appropriately and report them to the Designated Safeguarding Lead (DSL).

Abuse is commonly described in four main categories.

4.1 Physical Abuse

Physical abuse involves deliberately causing physical harm to a child.

This may include:

- Hitting, shaking, throwing or pushing a child
- Burning, scalding or poisoning
- Suffocating or otherwise causing physical harm
- Fabricating or inducing illness in a child

Physical harm may also occur when a parent or carer deliberately fails to protect a child from injury.

Possible indicators may include unexplained injuries, repeated injuries, or behaviour that suggests a child is fearful of physical contact.

4.2 Emotional Abuse

Emotional abuse is the persistent emotional maltreatment of a child which can affect their emotional development.

This may include:

- Making a child feel worthless, unloved or inadequate
- Excessive criticism, intimidation or humiliation

- Bullying, including online bullying
- Exposing a child to domestic abuse or harmful behaviour
- Preventing a child from expressing themselves or interacting with others

Some level of emotional abuse may occur alongside other forms of abuse.

Children experiencing emotional abuse may appear withdrawn, anxious, overly fearful or lacking confidence.

4.3 Sexual Abuse

Sexual abuse involves forcing or encouraging a child to take part in sexual activities.

This may involve:

- Physical contact such as assault or inappropriate touching
- Non-contact activities such as exposing children to sexual content
- Encouraging or forcing children to behave in sexually inappropriate ways
- Grooming a child for sexual exploitation

Sexual abuse can be carried out by adults or by other children.

Children may not always understand that what is happening to them is abuse.

4.4 Neglect

Neglect is the persistent failure to meet a child's basic physical and/or emotional needs.

This may include:

- Failing to provide adequate food, clothing or shelter
- Failing to provide appropriate medical care or treatment
- Leaving a child without appropriate supervision
- Failing to respond to a child's emotional needs

Neglect can have serious and long-term effects on a child's health and development.

4.5 Other Safeguarding Concerns

In addition to the four main categories of abuse, safeguarding concerns may also arise in other circumstances that place a child at risk of harm.

These may include, but are not limited to:

- Child sexual exploitation (CSE)
- Child criminal exploitation (CCE)

- Domestic abuse within the home
- Radicalisation or extremism
- Online harm or inappropriate digital exposure
- Harmful behaviour between children

babyballet® staff are not expected to be experts in these areas but should remain alert to signs that a child may be experiencing harm or risk.

Any concerns should be reported in accordance with the procedures set out in this policy.

5. Reporting Safeguarding Concerns

babyballet® is committed to ensuring that safeguarding concerns are identified and reported promptly and appropriately.

All staff have a responsibility to raise concerns if they believe a child may be at risk of harm.

Safeguarding concerns may arise from:

- A disclosure made by a child
- Observations of a child's behaviour or physical condition
- Concerns about the behaviour of an adult towards a child
- Information shared by a parent, carer or member of the public

This is not an exhaustive list.

Staff should always act in the best interests of the child and must not ignore safeguarding concerns.

5.1 Immediate Risk

If a child is believed to be in immediate danger or at risk of serious harm, emergency services must be contacted immediately by calling 999.

The Designated Safeguarding Lead (DSL) and babyballet® Head Office must then be informed as soon as possible by emailing: safeguarding@babyballet.co.uk.

5.2 Reporting a Concern

If a member of staff has a safeguarding concern, they must:

1. Respond appropriately
    - Remain calm and listen carefully.
    - Reassure the individual that they have done the right thing by speaking up.
    - Do not promise confidentiality.
2. Record the concern
    - Write down what was observed or disclosed as soon as possible.
    - Use the individual's own words where possible.
    - Record dates, times and any witnesses.
3. Report the concern
    - Report the concern immediately to the Designated Safeguarding Lead (DSL) within the franchise.

Concerns should be reported without delay, even if the information appears uncertain or incomplete.

5.3 Role of the Designated Safeguarding Lead (DSL)

The DSL will:

- Review the concern and assess whether further action is required.
- Seek advice from safeguarding professionals where necessary.
- Make referrals to Children's Social Care or other appropriate agencies where safeguarding thresholds are met.
- Contact the Local Authority Designated Officer (LADO) where concerns relate to the behaviour of an adult working with children.
- Maintain confidential safeguarding records.

The DSL will also inform babyballet® Head Office of serious safeguarding concerns or referrals in accordance with organisational procedures. To contact, please email: safeguarding@babyballet.co.uk.

5.4 Concerns About Staff or Adults Working with Children

If a safeguarding concern relates to the behaviour of a member of staff, volunteer or other adult working with children:

- The concern must be reported immediately to the Designated Safeguarding Lead (DSL).
- If the concern involves the DSL, it must be reported directly to babyballet® Head Office.

The DSL will seek advice from the Local Authority Designated Officer (LADO) before any internal investigation takes place.

5.5 Recording Safeguarding Concerns

Accurate and timely recording is an important part of safeguarding.

Records should:

- Be factual, clear and objective.
- Include the date, time and location of the concern.
- Record exactly what was observed or said.
- Avoid speculation or personal opinion.
- Be stored securely and shared only with those who need the information in order to safeguard the child.

5.6 Confidentiality and Information Sharing

Safeguarding information must be handled sensitively and shared only with appropriate individuals.

However, concerns about the safety or welfare of a child must never be kept confidential if this could place the child at risk of harm.

Information may be shared with relevant safeguarding agencies where necessary to protect a child.

Information sharing will always be carried out in accordance with:

- Data Protection Act 2018
- UK GDPR

The welfare and safety of the child will always take priority.

A visual summary of the safeguarding reporting process is provided in **Appendix A – Safeguarding Concern Reporting Flowchart**.

6. Managing Allegations Against Staff

babyballet® recognises that it is essential to respond appropriately to any allegation or concern relating to the behaviour of an adult working with children.

An allegation may arise where an individual working with children has:

- Behaved in a way that has harmed a child or may have harmed a child.
- Possibly committed a criminal offence against or related to a child.
- Behaved towards a child in a way that indicates they may pose a risk of harm.
- Behaved in a way outside of work that raises concerns about their suitability to work with children.

Any concerns of this nature must always be taken seriously and managed in accordance with safeguarding procedures.

6.1 Reporting an Allegation

Any concern or allegation relating to the behaviour of a member of staff, volunteer, or other adult working with children must be reported immediately.

This includes, but is not limited to, concerns raised by:

- A child
- A parent or carer
- A member of staff
- A member of the public

The concern must be reported to the Designated Safeguarding Lead (DSL) within the franchise without delay.

If the concern relates to the DSL, it must be reported directly to babyballet® Head Office by emailing safeguarding@babyballet.co.uk.

6.2 Role of the Designated Safeguarding Lead

When an allegation is received, the DSL must:

- Record the details of the concern accurately.
- Ensure the safety and wellbeing of the child or children involved.
- Seek advice from the Local Authority Designated Officer (LADO) within one working day where the allegation meets the relevant threshold.
- Inform babyballet® Head Office of the concern in accordance with organisational procedures by contacting safeguarding@babyballet.co.uk.

The DSL must not begin a formal internal investigation until advice has been sought from the LADO.

The LADO will provide guidance on the appropriate next steps, which may include:

- A police investigation
- A Children's Social Care investigation

- An internal disciplinary process
- No further action

6.3 Confidentiality and Fairness

All allegations will be handled sensitively and confidentially.

Information will only be shared with those who need to know in order to safeguard children and manage the process appropriately.

babyballet® recognises that allegations may be distressing for all involved. The organisation will seek to ensure that:

- Children are safeguarded and supported.
- Staff members are treated fairly and with respect.
- Investigations are carried out in accordance with appropriate safeguarding procedures.

Suspension of a member of staff may be considered where necessary to protect children or to allow an investigation to take place. Suspension is a neutral act and does not imply guilt.

6.4 Record Keeping

Accurate records must be kept of all allegations, actions taken and decisions made.

These records must:

- Be factual and objective.
- Be stored securely and confidentially.
- Be retained in accordance with safeguarding and data protection requirements.

Records will be shared with statutory agencies where required.

6.5 Learning and Review

babyballet® is committed to learning from safeguarding concerns and improving safeguarding practice across the organisation.

Following the conclusion of a safeguarding allegation, the organisation may review procedures and practices to ensure that safeguarding standards continue to be strengthened.

7. Record Keeping and Safeguarding Documentation

Accurate and timely record keeping is an essential part of safeguarding children.

babyballet® requires that all safeguarding concerns, disclosures, incidents and actions taken are recorded clearly and stored securely. Proper records help ensure that safeguarding concerns are identified, monitored and addressed appropriately.

Safeguarding records may include:

- Safeguarding concern reports
- Records of disclosures made by children or other individuals
- Notes of conversations with parents, carers or other professionals
- Records of referrals made to safeguarding agencies
- Records of actions taken by the Designated Safeguarding Lead (DSL)

Safeguarding documentation must always prioritise the welfare and protection of the child.

7.1 Recording Safeguarding Concerns

When recording safeguarding information, staff must ensure that records are:

- Completed as soon as possible after the concern arises.
- Clear, factual and objective.
- Written using the individual's own words where possible.
- Accurate in recording dates, times, locations and individuals involved.
- Free from personal opinion or speculation.

All safeguarding concerns must be recorded using the appropriate babyballet® safeguarding documentation and submitted to the Designated Safeguarding Lead (DSL) without delay.

7.2 Secure Storage of Records

Safeguarding records contain sensitive information and must be stored securely.

Franchises must ensure that:

- Safeguarding records are stored separately from general student records.
- Access to safeguarding records is restricted to authorised individuals.
- Digital records are stored securely with appropriate password protection.
- Paper records are stored in a secure location.

Safeguarding records must be treated as confidential and handled in accordance with data protection legislation, including:

- Data Protection Act 2018
- UK GDPR

7.3 Sharing Safeguarding Information

Information relating to safeguarding concerns may need to be shared with appropriate safeguarding professionals in order to protect a child.

Information will only be shared where it is necessary to safeguard a child and will be handled sensitively and responsibly.

This may include sharing information with:

- Children's Social Care
- Police
- Local safeguarding partnerships
- Local Authority Designated Officers (LADO)

The safety and welfare of the child will always take priority over normal considerations of confidentiality.

7.4 Retention of Safeguarding Records

Safeguarding records must be retained securely in accordance with safeguarding guidance and organisational procedures.

Records should be kept for an appropriate period of time in case safeguarding information needs to be reviewed or shared with safeguarding agencies in the future. The recommended timeframe is up to the child's 25th birthday.

Where a safeguarding concern has been raised, records must not be destroyed without appropriate consideration of safeguarding obligations.

7.5 Oversight and Monitoring

The Designated Safeguarding Lead (DSL) within each franchise is responsible for maintaining safeguarding records and ensuring that safeguarding documentation is handled appropriately.

babyballet® Head Office may request information regarding safeguarding records where necessary to ensure appropriate safeguarding oversight across the franchise network.

7.6 Templates and documentation

Please find the following templates in the appendices at the end of this document:

- Appendix A – Safeguarding Concern Reporting Flowchart
- Appendix B – Safeguarding Concern Report Form
- Appendix C – Body Map Record
- Appendix D – Safeguarding Chronology Record (DSL Use Only)
- Appendix E – Safeguarding Conversation Record (DSL Use Only)
- Appendix F – Safeguarding Referral Record (DSL Use Only)
- Appendix G – Allegation Against Staff Record (DSL Use Only)
- Appendix H – Safeguarding Meeting Record (DSL Use Only)

8. Photography, Filming and Online Safety

babyballet® recognises that photography, filming and the use of digital media require careful management in order to protect the privacy, dignity and safety of children.

The organisation is committed to ensuring that images of children are used responsibly and only where appropriate consent has been obtained.

8.1 Photography and Filming During Classes

To protect the privacy and safety of all children attending babyballet® classes, photography or filming by parents, carers, guardians or authorised minders during classes is not permitted.

Anyone seen using a device for this purpose will be asked to stop and delete any photographs or recordings taken.

This rule helps ensure the protection and privacy of all children and families attending babyballet® classes.

At certain times, and at the discretion of the babyballet® teacher, parents or carers may be permitted to take photographs or video of their own child only. Where this is permitted, it will normally take place:

- after the class has finished, or
- during class only where the teacher can facilitate a solo presentation without other children present.

These arrangements are designed to ensure that no images of other children are captured without consent.

8.2 Promotional Photography and Filming

babyballet® may occasionally take photographs or video footage for promotional purposes, including use on:

- the babyballet® website
- social media platforms
- marketing materials
- press releases or promotional publications
- and more.

In these circumstances, parents or carers will be contacted in advance and asked to complete a contribution release form providing informed consent for the specific event or activity.

This form will clearly state:

- how images or footage may be used
- where they may appear

- how long they may be retained.

Participation in promotional photography or filming is entirely voluntary, and children or families are never required to take part.

8.3 Photography and Filming at Shows and Events

babyballet® shows and special events may involve professional photography or filming.

Where this occurs, consent will be obtained in advance through a contribution release form which will clearly explain how images or recordings may be used, including:

- show recordings
- photography
- promotional materials
- press coverage
- online content.

Children may only participate in promotional use of images where appropriate consent has been obtained.

8.4 Online Safety and Social Media

babyballet® recognises that online platforms can present safeguarding risks if not used responsibly.

Franchisees, staff and volunteers must ensure that:

- images of children are only shared where appropriate consent has been obtained
- children are not identified with full names alongside images
- content shared online respects the dignity and privacy of children
- Images of children must not be altered, manipulated or used in any way that could compromise the child's dignity or safety
- social media accounts are managed responsibly and professionally.

Any concerns relating to online safety or inappropriate sharing of images must be reported to the Designated Safeguarding Lead (DSL).

8.5 Photography and Filming Policy Documentation

Babyballet®'s photography and filming procedures can be found in the babyballet® Photography and Filming Policy, which should be read alongside this Safeguarding Policy.

9. Safeguarding Training and Awareness

babyballet® is committed to ensuring that all individuals working within the organisation understand their safeguarding responsibilities and are equipped to respond appropriately to concerns.

Safeguarding training and awareness are essential to maintaining a safe, inclusive and protective environment for all children.

9.1 Training and Certification Requirements

All franchisees, staff, freelance teachers and volunteers working with children must hold appropriate safeguarding knowledge, training and certification relevant to their role.

Franchisees (Designated Safeguarding Leads)

Each babyballet® franchisee acts as the Designated Safeguarding Lead (DSL) for their business and must hold:

- An Enhanced DBS check with registration on the DBS Update Service
- Paediatric First Aid certification (in-person training)
- Safeguarding Level 3 training appropriate to the DSL role

These qualifications must be kept up to date in line with current guidance and best practice. Safeguarding training for DSLs should be refreshed regularly, with formal training typically renewed every two years and knowledge updates undertaken at least annually.

Franchisees are required to provide evidence of safeguarding-related certifications to babyballet® Head Office and ensure these remain valid at all times.

Teachers and Staff Working with Children

All babyballet® teachers and staff (including freelancers) working directly with children must hold:

- An Enhanced DBS check
- Safeguarding training (minimum Level 2 or equivalent)
- Paediatric First Aid certification

These checks and qualifications must be kept current and reviewed regularly by the franchisee.

Additional Staff

Staff who do not work directly with children should hold a basic DBS check.

If their role changes to include contact with children, an Enhanced DBS check must be obtained.

No individual may work unsupervised with children until appropriate safeguarding checks, training and certifications are in place.

9.2 Designated Safeguarding Lead (DSL) Responsibilities

Each franchise must appoint a Designated Safeguarding Lead (DSL) who is responsible for safeguarding within their setting.

The DSL must:

- Maintain up-to-date safeguarding knowledge
- Understand referral procedures, including contact with Children's Social Care and the Local Authority Designated Officer (LADO)
- Provide safeguarding advice and support to staff
- Ensure safeguarding procedures are implemented consistently

9.3 Ongoing Training and Safeguarding Awareness

Safeguarding training is an ongoing requirement.

babyballet® expects that:

- Training is refreshed at appropriate intervals
- Staff remain aware of current safeguarding issues and best practice
- Updates are communicated across the franchise network
- Staff feel confident in recognising and reporting concerns

Safeguarding is everyone's responsibility and forms part of everyday practice across all babyballet® classes and activities.

9.4 Induction and Policy Awareness

All new staff, freelancers and volunteers must receive safeguarding information as part of their induction before working with children.

This includes:

- The babyballet® Safeguarding and Child Protection Policy
- The Code of Conduct (found in the babyballet® Freelance Teacher Manual)
- Reporting procedures
- Key safeguarding contacts

For more information on babyballet®'s safer recruitment procedures, please refer to Section 2 of this policy.

9.5 Recording and Monitoring Training

Each franchise must maintain accurate and up-to-date records of safeguarding training and certification.

This includes:

- Training completed
- Certification dates and expiry dates
- DBS status and renewal checks

These records may be reviewed by babyballet® Head Office as part of safeguarding oversight.

9.6 Head Office Support and Oversight

babyballet® Head Office supports franchises in maintaining high safeguarding standards by:

- Providing guidance on safeguarding requirements
- Promoting consistency across the network
- Monitoring compliance with safeguarding expectations
- Updating policies in line with current legislation and guidance

10. Policy Review and Governance

babyballet® is committed to maintaining high standards of safeguarding practice across the organisation and its franchise network.

This Safeguarding and Child Protection Policy is reviewed regularly to ensure it reflects current legislation, statutory guidance and best practice.

10.1 Policy Review

This policy will be reviewed:

- Annually as a minimum
- In response to changes in legislation, statutory guidance or safeguarding best practice
- Following any significant safeguarding incident, where learning may improve future practice

Updates to the policy will be communicated to all franchisees and relevant staff.

10.2 Responsibility and Compliance

babyballet® Head Office is responsible for maintaining and updating this Master Safeguarding Policy.

All babyballet® franchisees are responsible for:

- Implementing this policy within their own business
- Ensuring all staff understand and follow safeguarding procedures
- Maintaining appropriate safeguarding training and certification
- Complying with safeguarding requirements set out by babyballet®

Safeguarding is a fundamental requirement of operating a babyballet® franchise.

10.3 Monitoring and Oversight

babyballet® Head Office will monitor safeguarding compliance across the franchise network.

This may include:

- Reviewing safeguarding training and certification records
- Providing guidance and support to franchisees
- Requesting information relating to safeguarding concerns where appropriate
- Supporting franchisees in responding to safeguarding issues

This oversight helps ensure that safeguarding standards are consistently maintained across all babyballet® classes and activities.

10.4 Continuous Improvement

babyballet® is committed to continuously improving safeguarding practice.

This includes:

- Learning from safeguarding concerns and incidents
- Updating procedures where necessary
- Promoting a culture of openness, awareness and accountability
- Ensuring safeguarding remains a central priority across the organisation

10.5 Related Policies and Documents

This Safeguarding and Child Protection Policy should be read alongside other relevant babyballet® policies and guidance.

These include:

- The Photography and Filming Policy (available to parents and carers)
- The Code of Conduct (for staff and those working with children)
- The Operations Manual (for franchisees)
- babyballet® Safeguarding documentation and templates (see appendices)

Some of these documents are internal and are provided to staff and franchisees as part of their role. Together, they support the effective implementation of safeguarding practices across the babyballet® network.

babyballet® is committed to creating a safe, nurturing and inclusive environment where every child feels protected, valued and able to thrive.

Safeguarding is at the heart of everything we do. Through the collective responsibility of our franchise network, staff, parents and carers, we strive to ensure that all children who take part in babyballet® classes and activities are supported and kept safe.

Appendices – Safeguarding Documentation

The following appendices support the implementation of the babyballet® Safeguarding and Child Protection Policy. These documents provide practical guidance and templates to ensure safeguarding concerns are recorded, reported and managed appropriately.

Appendix Index

Appendix A – Safeguarding Concern Reporting Flowchart
A visual guide outlining the process for recognising and reporting safeguarding concerns.

Appendix B – Safeguarding Concern Report Form
To be completed by staff when recording a safeguarding concern or disclosure.

Appendix C – Body Map Record
To record the location and appearance of any visible injuries (to be used alongside Appendix B).

Appendix D – Safeguarding Chronology Record (DSL Use Only)
A running record used by the Designated Safeguarding Lead (DSL) to monitor concerns over time and identify patterns.

Appendix E – Safeguarding Conversation Record (DSL Use Only)
To record key safeguarding-related conversations with parents, staff, Head Office or external agencies.

Appendix F – Safeguarding Referral Record (DSL Use Only)
To document referrals made to external agencies, including Children's Social Care, Police or the LADO.

Appendix G – Allegation Against Staff Record (DSL Use Only)
To record and manage allegations or concerns raised about staff, volunteers or franchisees.

Appendix H – Safeguarding Meeting Record (DSL Use Only)
To record safeguarding meetings, including attendees, key discussions and agreed actions.

Important

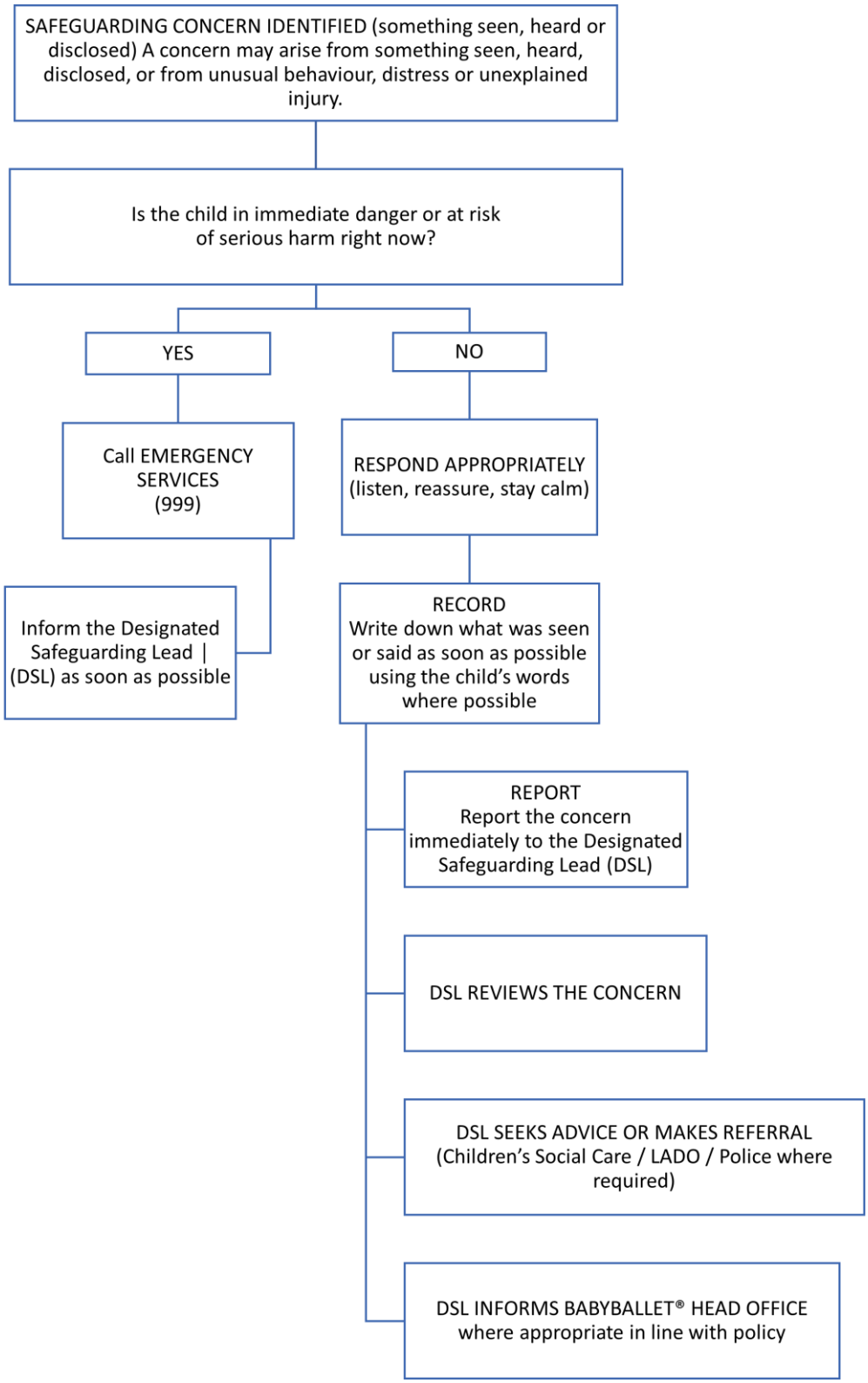
All safeguarding documentation:

- Must be completed clearly, accurately and promptly
- Must be based on factual information (not opinion)
- Must be stored securely and handled confidentially
- Must only be shared with individuals who need access as part of their safeguarding role

If you are unsure whether a concern is a safeguarding issue, you should still report it. It is always better to share a concern than to do nothing.

Appendix A – Safeguarding Concern Reporting Flowchart

This flowchart summarises the process for recognising, recording and reporting safeguarding concerns in line with the babyballet® Safeguarding & Child Protection Policy.



If a child is in immediate danger, always contact emergency services on 999.

Appendix B- Safeguarding Concern Report Form

This form should be completed as soon as possible after a safeguarding concern arises and submitted to the Designated Safeguarding Lead (DSL). If a child is in immediate danger, contact emergency services on 999 before informing the DSL.

Do not investigate the concern or ask leading questions. Record only what you have seen, heard or been told.

Please refer to Section 5 of the babyballet® Safeguarding and Child Protection Policy and Appendix A (Safeguarding Concern Reporting Flowchart) when completing this form.

Information Required	**Enter Information Here**
Your Name:	
Your Role:	
Your Contact Information: *(Please provide a mobile number and email address).* Child's Name:	
Child's Date of Birth:	
Child's Gender *(if known)*:	
Day and Time of Child's babyballet® Class *(if applicable)*:	
Parent / Carers Name(s):	
Have parents/carers been informed? *(Do not inform parents if doing so may place the child at further risk. Seek advice from the DSL.)*	If YES please provide details of what was said/action agreed:

Information Required	Enter Information Here
Are you reporting a disclosure, your own concerns or responding to concerns raised by someone else:	☐ Disclosure ☐ Concern observed ☐ Concern raised by parent/third party
If responding to concerns raised by someone else, please provide further information:	
Details of Concern / Disclosure Please record clearly and factually: • What you observed or were told • Where and when this occurred • Who was present • Any actions taken Use the individual's own words where possible. Do not include personal opinions. *(If there are visible injuries, a body map should be completed and attached to this form).*	

Information Required	Enter Information Here
Has a similar concern been raised previously?	☐ Yes ☐ No If yes, please provide details:
Child's account of the incident *(if applicable)*: *(Record only what the child has said voluntarily. Do not ask the child leading questions or seek additional information).*	
Time & date of incident:	
Please provide details of any witnesses to the incident:	*Name:* *Position within the organisation or relationship to the child:* *Date of birth (if child):* *Address:* *Postcode:*
Name and position of the person you are passing this information to:	
Your Signature:	
Time and date form completed:	
Date and time DSL informed:	
Action Taken by DSL:	

Information Required	Enter Information Here
Further Action Agreed:	
Full Name of DSL:	
Signature of DSL:	
Date of Signature:	

This form contains confidential safeguarding information and must be handled and stored securely.

Appendix C- Body Map Record

This body map should be used to record the location and appearance of any visible injuries observed on a child.

- Clearly mark the location of the injury on the diagram
- Record the size, shape, colour and any other visible characteristics
- Do not ask the child to remove clothing or examine injuries
- Record only what you can see and do not make assumptions

This form must be completed alongside the **Safeguarding Concern Report Form (Appendix B)**.

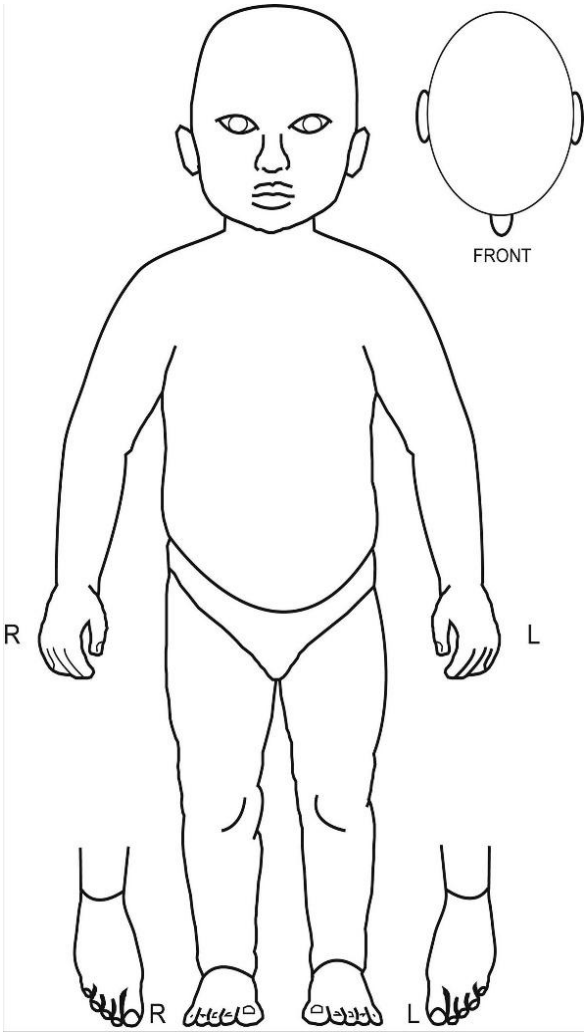
Key Information

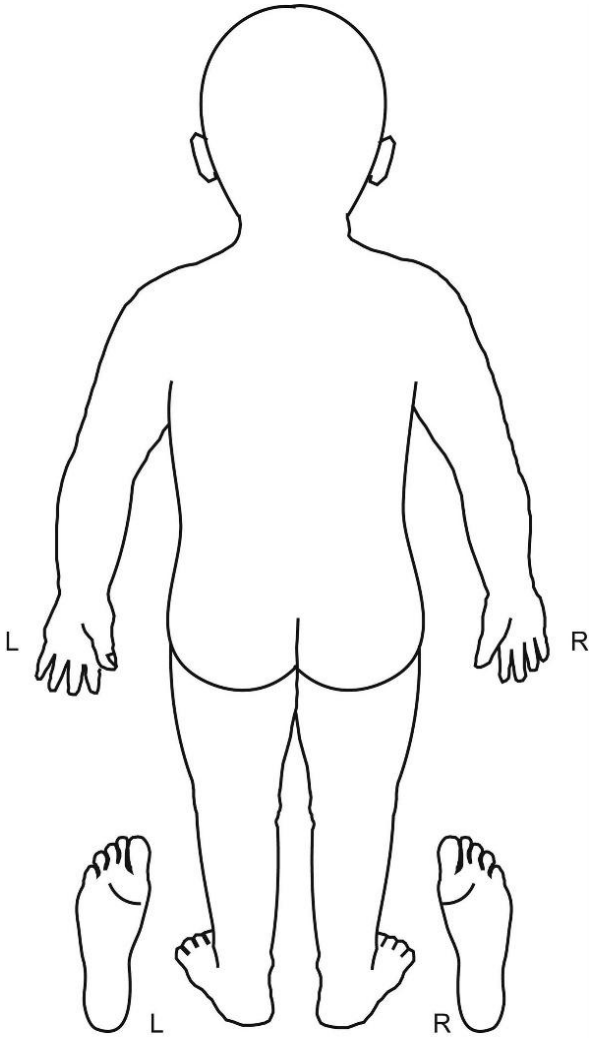
Child's Name:	
Date of Birth:	
Date of Observation:	
Time of Observation:	
Name of Person Completing Form:	
Role:	
I have completed the Safeguarding Concern Report Form alongside submitting this Body Map Record:	☐ Yes ☐ No

See diagram and further information to complete on the following page.

Body Map

Mark the location of any visible injuries on the diagrams below.





Description of Injury

Size:	
Shape:	
Colour:	
Location (e.g. left arm, upper back):	
Any explanation provided (if any):	

Signature: **Date:**

This form contains confidential safeguarding information and must be handled and stored securely.

Appendix D- Safeguarding Chronology Record (DSL Use Only)

This chronology record is used by the Designated Safeguarding Lead (DSL) to record and monitor safeguarding concerns over time.

It provides an overview of concerns, actions taken and outcomes, and helps identify patterns or emerging risks.

This form must be completed and maintained by the DSL.

Child's Name:

Child's DOB:

Date:	Concern / Event:	Action Taken:	Outcome / Decision:	Corresponding Report Form? (Y/N)	DSL Initials:

This record sheet contains confidential safeguarding information and must be handled and stored securely.

Appendix E- Safeguarding Conversation Record (DSL Use Only)

This form should be used by the Designated Safeguarding Lead (DSL) to record conversations relating to safeguarding concerns. This may include conversations with parents/carers, children (where appropriate), staff, Head Office, or external agencies.

Accurate records of safeguarding conversations support effective decision-making and ensure a clear audit trail. Additional documents include template records of phone / email conversations and can be used if helpful. Information should then be summarised on this record sheet.

Child's Name:

Child's DOB:

Date & Time of Conversation:	**Method:** *(In person / Phone / Email / Other)*	**Person Spoken To:** *(Name, Role / Relationship to child - E.G. Parent/Carer, Staff, Head Office, Social Care, Police, LADO, Other)*	**Reason for Conversation:** *(Brief reason for the conversation)*	**Summary of Conversation:** *(Key points discussed - factual only)*	**Actions / Outcome** *(Actions agreed and next steps)*	**Recorded by (DSL)** *(Name & Date completed)*

This record sheet contains confidential safeguarding information and must be handled and stored securely.

Appendix F – Safeguarding Referral Record (DSL Use Only)

This form should be completed by the Designated Safeguarding Lead (DSL) when a safeguarding concern is referred to an external agency.

It provides a record of the information shared, advice received and actions taken.

Information required	**To be completed**
Child's Name:	
Child's DOB:	
Date of Referral:	
Time of Referral:	
Method of Contact:	☐ Phone ☐ Email ☐ Online Form ☐ Other
Agency Contacted:	☐ Children's Social Care ☐ Police ☐ LADO ☐ Other (please specify):
Details of Person Spoken to:	
Name:	
Role:	
Organisation:	
Contact Details:	Phone: Email:
Referral Information:	
Reason for Referral: *(Provide a brief summary of the safeguarding concern leading to the referral).*	

Information required	To be completed
Information Shared: *(Record a factual summary of the information provided to the agency)*	
Advice Received:	
Outcome of Referral:	☐ No further action ☐ Monitoring advised ☐ Referred to another service ☐ Investigation initiated ☐ Other: _____
Actions Agreed / Next Steps:	
Has this been recorded in the Safeguarding Chronology?	☐ Yes ☐ No
Recorded by (DSL):	
Full name:	
DSL Signature:	
Date:	

This record contains confidential safeguarding information and must be handled and stored securely.

Appendix G – Allegation Against Staff Record (DSL Use Only)

This form should be used to record any allegation or concern raised about a member of staff, volunteer or franchisee.

Important: This form is for recording allegations only. The DSL must not investigate the allegation or ask leading questions. All concerns should be managed in line with safeguarding procedures and referred to the Local Authority Designated Officer (LADO), where appropriate.

Information required	**To be completed**
Child's Name:	
Child's DOB:	
Person Subject to Allegation:	
Name:	
Role:	
Relationship to Child:	
Contact Details (if known):	Phone: Email:
Details of the Report:	
Details of Allegation / Concern: *(Record clearly and factually what has been reported or observed)*	
Date of Incident / Concern:	
Time:	
Location:	

Information required	To be completed
Reported by:	
Name:	
Role / Relationship:	
Actions / Outcome:	
Immediate Action Taken:	
LADO Contacted:	☐ Yes ☐ No
Date of Contact:	
Name of Officer Spoken To:	
Outcome / Advice Received:	
Actions Agreed / Next Steps:	
Has this been recorded in the Safeguarding Chronology?	☐ Yes ☐ No
Recorded by (DSL):	
Full name:	
DSL Signature:	
Date:	

This record contains confidential safeguarding information and must be handled and stored securely.

Appendix H – Safeguarding Meeting Record (DSL Use Only)

This form should be used by the Designated Safeguarding Lead (DSL) to record safeguarding meetings relating to a child or family.

This may include meetings with parents/carers, Head Office, or external professionals.

Information required	**To be completed**	
Child's Name:		
Child's DOB:		
Meeting Details:		
Date:		
Time:		
Location / Method:	☐ In person ☐ Phone ☐ Video call ☐ Other	
Attendees (Name/Role):		
Reason for Meeting:		
Summary of Discussion (factual only):		
Actions Agreed:		
Action:	Responsible Person:	Timescale:

Information required	To be completed
Next Steps / Follow-Up (including next meeting if applicable):	
Has this been recorded in the Safeguarding Chronology?	☐ Yes ☐ No
Recorded by (DSL):	
Full name:	
DSL Signature:	
Date:	

This record contains confidential safeguarding information and must be handled and stored securely.