



Children Protection, Health and Safety and Privacy Policies

**Rise Dance Academy
Bolton**

risebolton@hotmail.co.uk

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Dear Parent/Guardian

Thank you for your interest in Rise Dance and Acrobatics ("**Rise**")

Rise offers students dancing, musical theatre and acro classes that run each week. Our students attend class each week and will learn and develop new moves and routines. They will also work towards a Christmas performance and an end of year school show that family and friends can then watch. Rise offers excellent training which also builds confidence in the process and encourages learning in a fun and exciting way

The fact that this leisure activity helps all children to grow in confidence and self-assurance, in a healthy and active way, is a good reason why you might like your child/children to become involved. The fun, excitement and lasting memories that your child/children will gain are immeasurable.

Rise is fully committed to safeguarding and promoting the well-being of all students and staff/ volunteers associated with us. Please ensure that you read and understand the policies and procedures outlined below. Please also find included information about the school and timetable for the various classes provided.

If you are interested, then please register your child/children, using the academy's online registration form on link provided

We look forward to welcoming your child/children to our friendly school. They can try one session free of charge, to see if it is right for them.

Please don't hesitate to contact Liesl Hogg at risebolton@hotmail.co.uk or call 07890865971, if you have any questions.

Kind regards.

Liesl Hogg
Head Of Rise Dance and Acrobatics



Child Protection Policy and Guidance

This document sets out the Child Protection Policy and Guidance for Rise which will be followed by all members of the group, including staff, volunteers and customers.

To promote best safeguarding practice during lessons, shows and rehearsals, we commit to:

- ensuring that **EVERY** teacher and helper (over 16 years old) has a valid DBS Certificate, undertaken and checked by us;
- ensuring that children are signed in to and out of the building;
- ensuring that parents **SIGN** that they know and understand that we do **NOT** take responsibility for children in the waiting area before, after and between lessons; and
- provide the appropriate number of DBS checked chaperones during shows.

Rise knows that being a child/young person makes them vulnerable. The purpose of this Policy is to make sure that the actions of any adult in the context of the work carried out by us is transparent and to safeguard and promote the welfare of all children/young people.

If any parent or young person/child has any concerns about the conduct of any member of staff, this should be raised in the first instance with Liesl Hogg on 07890865971 designated safe guarding officer

The DSO should then advise and continue with the procedure below. If the DSO is not contactable, then the member of staff should follow the procedure below.

This Policy is written in accordance with The Children's Act 2004 and "Working Together to Safeguard Children" guidance 2015.

Principles upon which the Child Protection Policy is based.

- The welfare of a child or young person will always be paramount.
- The welfare of families will be promoted.
- The rights, wishes and feelings of children, young people and their families will be respected and listened to.
- Those people in positions of responsibility within Rise will work in accordance with the interests of children and young people and follow the Policy outlined below.
- Those people in positions of responsibility within Rise will ensure that the same opportunities are available to everyone and that all differences between individuals will be treated with respect.



Child Protection Policy

1. Immediate Action to Ensure Safety

Immediate action may be necessary at any stage of involvement with children and families. In all cases, it is vital to take whatever action is needed to safeguard the child/ren (i.e.:

- if emergency medical attention is required, this can be secured by calling an ambulance (dial 999) or taking a child to the nearest Accident and Emergency Department; and/or
- if a child is in immediate danger, the Police should be contacted (dial 999), as they alone have the power to remove a child immediately if protection is necessary, via a Police Protection Order.

2. Recognition of Abuse or Neglect

Abuse or neglect of a child is caused by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or more rarely by a stranger.

Physical abuse 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 someone fabricates the symptoms of illness or deliberately causes ill health to a child whom they are looking after.

Emotional abuse is the persistent, emotional ill treatment of a child, such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve 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 ill treatment 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, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape or buggery) or non-penetrative acts. Sexual abuse may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic materials or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Neglect is 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. It may involve a parent or guardian failing to provide adequate food, shelter and clothing, failing to protect a child from physical harm or danger or the failure to ensure access to appropriate medical care or treatment. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

Individuals within Rise need to be alert to the potential abuse of children.

Rise should know how to recognise and act upon indicators of abuse or potential abuse involving children. There is an expected responsibility for all members of staff to respond to any suspected or actual abuse of a child, in accordance with these procedures.

It is good practice to be as open and honest as possible with parents/guardians about any concerns.



However, you must not discuss your concerns with parents/guardians in the following circumstances:

- where sexual abuse is suspected;
- where organised or multiple abuse is suspected;
- where fictitious illness by proxy (also known as Munchausen Syndrome by proxy) is suspected; and/or
- where contacting parents/guardians would place a child, yourself or others at immediate risk.

What to do if children talk to you about abuse or neglect

It is recognised that a child may seek you out to share information about abuse or neglect or talk spontaneously (individually or in groups) when you are present. In these situations, you must:

- listen carefully to the child - **DO NOT** directly question the child;
- give the child time and attention;
- allow the child to give a spontaneous account - do not stop a child who is freely recalling significant events;
- make an accurate record of the information you have been given, taking care to record the timing, setting and people present, the child's physical appearance as well as what was said. Do not throw this away, as it may later be needed as evidence;
- use the child's own words where possible;
- explain that you cannot promise not to speak to others about the information they have shared;
- reassure the child that:
 - you are glad they have told you;
 - they have not done anything wrong; and
 - what you are going to do next.
- explain that you will need to get help to keep the child safe.
- do **NOT** ask the child to repeat his or her account of events to anyone.

3. Consulting about your concern

The purpose of consultation is to discuss your concerns in relation to a child and decide what action is necessary.

You may become concerned about a child who has not spoken to you, because of your observations of, or information about that child.

It is good practice to ask a child why they are upset or how a cut or bruise was caused or respond to a child wanting to talk to you. This practice can help clarify vague concerns and result in appropriate action.

If you are concerned about a child, you must share your concerns. Initially, you should talk to one of the people designated as responsible for child protection within Rise.



At Rise, this is Liesl Hogg 07890865971 or Ellen Crichton. If either person is implicated in the concerns, you should discuss your concerns directly with Children's Services, Bolton Council (**01204 331500**).

You should consult externally with Children's Services in the following circumstances:

- when you remain unsure after internal consultation as to whether child protection concerns exist;
- when there is a disagreement as to whether child protection concerns exist;
- when you are unable to consult promptly (or at all) with your designated internal contact for child protection; and/or
- when the concerns relate to any member of the organising committee.

Consultation is not the same as making a referral but should enable a decision to be made as to whether a referral to Children's Services or the Police should progress.

4. **Making a referral**

A referral involves giving Children's Services or the Police information about concerns relating to an individual or family, in order that enquiries can be undertaken by the appropriate agency, followed by any **01204 331500** necessary action.

In certain cases, the level of concern will lead straight to a referral, without external consultation being necessary.

Parents/guardians should be informed if a referral is being made, except in the circumstances outlined above. However, inability to inform parents for any reason should not prevent a referral being made. It would then become a joint decision with Children's Services about how and when the parents should be approached and by whom.

If your concern is about abuse or risk of abuse from someone not known to the child or child's family, you should make a telephone referral directly to the Police and consult with the parents.

If your concern is about abuse or risk of abuse from a family member or someone known to the children, you should make a telephone referral to Children's Services.

Information required

Be prepared to give as much of the following information as possible. In emergency situations, all of this information may not be available. Unavailability of some information should not stop you making a referral.

You should be prepared to provide:

- Your name, telephone number, position and request the same of the person to whom you are speaking.
- The full name, address and telephone number of the family.
- The date of birth of the child and any siblings.
- Gender, ethnicity, first language and any special needs.
- Names, dates of birth and relationship of household members and any significant others.
- The names of professionals known to be involved with the child/family (e.g. GP, Health Visitor, School).
- The nature of the concern and the foundation for them.
- An opinion on whether the child may need urgent action to make them safe.



- Your view of what appears to be the needs of the child and family.
- Whether the consent of a parent with parental responsibility has been given to the referral being made.

Action to be taken following the referral:

- Ensure that you keep an accurate record of your concern(s) made at the time.
- Put your concerns in writing to Children’s Services following the referral (within 48 hours).
- Accurately record the action agreed or that no further action is to be taken and the reasons for this decision.

5. Confidentiality

Rise should ensure that any records made in relation to a referral are kept confidentially and in a secure place.

Information in relation to child protection concerns should be shared on a “need to know” basis. However, the sharing of information is vital to child protection and, therefore, the issue of confidentiality is secondary to a child’s need for protection.

If in doubt discuss with Children’s Services

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By (signature)		Next review date	Sept 2023



Health and Safety Statements

Rise takes seriously their responsibility to ensure the safety of their students.

1. All parents must complete a Registration Form when joining us through Dance Biz, with clear information regarding emergency contacts and any relevant medical history.
2. A copy of primary and emergency contact numbers will be available on class registers with a smart app.
3. It is the parent's/guardian's responsibility to notify us of any changes to their emergency contact details, or child's medical details.
4. In case of a fire emergency, all teachers have a clear understanding of procedures to follow.
5. We will undertake regular assessment of risks regarding our hired premises and any concerns will be raised with Liesl Hogg.
6. It is our responsibility to keep a fully equipped first aid box within the building. In case of an incident, an accident report must be completed and a copy given to parent/guardian on collection.
7. There will always be a first aider available.
8. If required we will contact the emergency services first, then the parent/guardian of the student(s) involved, using the telephone number on the class registers.
9. Parents understand that Dance and Acro is an active sport and injuries can happen and we accept no responsibility for injuries sustained via any means other than a teacher's negligence.
10. Students will be supervised during class time only and parents/guardians must ensure the safety of their children in the car park, waiting, changing and toilet areas.
11. We accept no responsibility for children and Adults using the grounds around the building.
12. Students or parents/guardians should inform the teacher of any special health considerations or existing injuries before participating in class.
13. Students should not wear any jewellery that may pose a risk to themselves or others (stud earrings and jewellery worn for religious or cultural reasons are acceptable) and have hair tied back.
14. No food (or chewing gum) is allowed in the studio. Water is permitted in bottles with a secure cap.

You can contact us during lesson times on 07890865971 in the case of an emergency.

If you wish to contact us outside of lesson times, please e-mail risebolton@hotmail.co.uk

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Data Protection Policy

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This Policy describes how personal data must be collected, handled and stored to meet our data protection standards and to comply with the law.

Data Protection Law

The Data Protection Act 1998 (**DPA**) and General Data Protection Regulation (**GDPR**) (EU) 2016/679 describe how organisations, including ours, must collect, handle and store personal information.

These rules apply regardless of whether data is stored electronically, on paper or on other materials. To comply with the law, personal information must be collected and used fairly, stored safely and not disclosed unlawfully. Under GDPR, the data protection principles set out the main responsibilities for organisations.

Article 5 of GDPR requires that personal data shall be:

- (a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- (b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes. Further processing, for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, shall not be considered to be incompatible with the initial purposes;
- (c) adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed;
- (d) accurate and, where necessary, kept up to date. Every reasonable step must be taken to ensure that personal data that is inaccurate (having regard to the purposes for which it is processed) is erased or rectified, without delay;
- (e) kept in a form which permits identification of data subjects for no longer than is necessary, for the purposes for which the personal data is processed. Personal data may be stored for longer periods, insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes, subject to implementation of the appropriate technical and organisational measures required by GDPR, in order to safeguard the rights and freedom of individuals; and
- (f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Article 5(2) requires that “the controller (Rise) shall be responsible for (and be able to demonstrate) compliance with the principles.”

Policy Details

Staff and volunteers have a responsibility to respect the nature of any confidential information divulged to them, in the context of their work with us. Liesl Hogg has overall responsibility for ensuring compliance with this Policy and with the DPA/GDPR and for ensuring that staff and volunteers are trained in and follow the guidelines in this Policy.

Any personal or sensitive information held by us is held because consent has been given in the form of (1) the Data Consent Form and (2) the Photography/Filming Consent Form. In each of these documents it is stipulated why the information is needed and what it will be used for.

Responsibilities

Everyone who works for or with us has a responsibility for ensuring that data is collected, stored and handled appropriately. Each person who works for us and who handles personal data must ensure that it is handled and processed in line with this Policy and data protection principles. However, these people have key areas of responsibility:

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Liesl Hogg is ultimately responsible for ensuring that we meet our legal obligations.

The **Data Protection Officer** is responsible for:

- reviewing all data protection procedures and related policies annually;
- handling data protection questions from staff and anyone else covered by this Policy;
- ensuring that all systems, services and equipment used for storing data meet acceptable security standards;
- performing regular checks to ensure security is functioning properly;
- ensuring any third-party services that we use to store/process data conforms to GDPR;
- dealing with requests from individuals to see the data held by us about them (also called “subject access requests”); and
- approving any data protection statements attached to communications, such as e-mails and letters.

Confidentiality and the protection of staff and volunteers

The DPA/GDPR applies to data relating to staff, job applicants and volunteers. It covers data held on computer and on paper.

Under the terms of the Act/GDPR data must be:

- held with express consent;
- needed for the performance of the undertaking or contract;
- necessary, in order to comply with a legal obligation;
- necessary to protect the member of staff or volunteer from some life-threatening matter;
- necessary for the purposes of the legitimate interests of the data controller.

In addition, personal data must be:

- adequate, relevant and not excessive in relation to the purposes for which it is processed (e.g. personnel files should not contain out of date or superfluous material) and should be regularly reviewed;
- accurate;
- not kept longer than necessary for the purposes for which it is processed; and
- kept securely to protect against unauthorised or unlawful processing or accidental loss or damage.

Records held relating to a member of staff/freelance worker may include:

- references and information obtained during recruitment;
- payroll, tax and national insurance information;
- job duties and responsibilities;
- health records;
- absence and holiday records;
- any disciplinary investigations and proceedings; and/or
- contact names and addresses.

We will store the following data in relation to students and/or parents/guardians:

- registration forms (including personal and contact details);
- photographs/videos (as per Photography/Filming Consent Form);
- observational notes on performance/progress of the students;
- safeguarding concerns.

To comply with GDPR guidelines, personal data will not be kept for longer than is necessary.

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To comply with the DPA, we agree to:

- store personally Identifiable data, recorded on paper, securely in a locked drawer or filing cabinet, which is behind at least one locked door;
- store personally Identifiable data, recorded on a computer/device securely, ensuring at least two passwords and encryption, where possible;
- consider the purpose or purposes of why we hold the information and decide whether (and for how long) it needs to be retained;
- we will securely delete (or shred any hard copies of) information that is no longer required; and
- updating, archiving or securely deleting information every two years.

Sharing of Data

Information held will be used for our purposes only. However, from time to time, data may need to be disclosed to third parties to comply with legal obligations (e.g. for the Inland Revenue or local authority safeguarding team).

Please note that any data sent out by us remains our responsibility. We must, therefore, ensure that the information that we are sending is going to the correct recipient and we must also be mindful of what is being sent.

General Staff Guidelines

- The only people able to access data covered by this Policy should be those who need it for their work.
- Data should not be shared informally. When access to confidential information is required, members of staff can request it from Liesl Hogg.
- Members of staff should keep all data secure by taking sensible precautions and following the guidelines.
- In particular, strong passwords must be used and they should never be shared. A strong password can contain a mixture of uppercase and lowercase letters, symbols and numbers (e.g. Pa55w0rd!).
- Personal data should not be disclosed to unauthorised people, either within the company or externally.
- Data should be regularly reviewed and updated as necessary.
- Staff should request help from the Data Protection Officer if they are unsure about any aspect of data protection.
- Staff's personal devices should not be used to hold/store data, **unless** the Data Protection Officer has checked that it has the right level of security and has agreed the use of the device.

Data Storage

These rules describe how and where data should be safely stored. Questions about storing data safely can be directed to the Data Protection Officer. When data is stored on paper, it should be kept in a secure place where unauthorised people cannot see it.



These guidelines also apply to data that is usually stored electronically but has been printed out for whatever reason:

- When not required, the paper or files should be kept in a locked drawer or filing cabinet.
- Staff members should make sure paper and printouts are not left where unauthorised people could see them (e.g. on a printer).
- Data printouts should be shredded and disposed of securely when no longer required.
- Personal/sensitive data which is stored on USB storage devices must be encrypted – the Data Protection Officer can provide an encrypted USB device, if required.
- When data is stored electronically, it must be protected from unauthorised access, accidental deletion and malicious hacking attempts.
- If data is stored on removable media (like a CD or DVD), these should be kept locked away securely when not being used.
- Data should never be saved directly to laptops or other mobile devices (such as tablets or smart phones), unless said device is encrypted.
- All servers and computers containing data should be protected by approved security software and a firewall.

Data Use

Personal data is of no value to us, unless the organisation can make use of it. However, it is when personal data is accessed and used that it can be at the greatest risk of loss, corruption or theft:

- When working with personal data, staff members should ensure that the screens of their computers are always locked when left unattended.
- If personal data needs to be transferred to a party outside of the EU, adequate protection needs to be enforced to safeguard the information. This is because the Data Protection Policy and the GDPR guidelines are only applicable to members of the EU (and the UK who agreed to the guidelines upon leaving the EU).
- Staff members should not save copies of personal data to their own computers. Always access and update the central copy of any data stored on the Dance Biz site.

Data Accuracy

The law requires that we take reasonable steps to ensure that data is kept accurate and up to date. The more important it is that the personal data is accurate, the greater the effort we will put into ensuring its accuracy.

It is the responsibility of all staff who work with data to take reasonable steps to ensure it is kept as accurate and up to date as possible.

- Data will be held in as few places as necessary. Staff should not create any unnecessary additional data sets (copies).
- Staff should take every opportunity to ensure that data is updated. For instance, by confirming a customer's details when they call.
- We will make it easy for data subjects to update the information that we hold about them. For instance, via the company website.
- Data should be updated as inaccuracies are discovered. For instance, if a customer can no longer be reached on their stored telephone number, it should be removed from the database.

Subject Access Requests

All individuals who are the subject of personal data held by us are entitled to:

- ask what information the company holds about them and why;
- ask how to gain access to it;



- be informed how to keep it up to date; and
- be informed how the company is meeting its data protection obligations.

If we are contacted by an individual requesting the information held by us, this is called a “subject access request”.

Subject access requests from individuals should be made by e-mail and addressed to the data controller at risebolton@hotmail.co.uk.

The data controller can supply a standard request form, although individuals do not have to use this. The data controller will always verify the identity of anyone making a subject access request before handing over any information.

Rights of Staff and Volunteers

A staff member or volunteer has the right to know what data is held about them and they are able to request an explanation as to the purposes for which information is held. They are also able to know the persons to whom it is disclosed and other details relating to processing. The staff member or volunteer must put any request in writing and have the right to have any inaccurate data corrected.

If any data is unlawfully used, the member of staff or volunteer can be compensated for damage caused by contravention of the DPA.

Liesl Hogg is ultimately responsible for ensuring that we meet our legal obligations and we agree to ensure all requirements are met and any necessary amendments that are needed due to GDPR are adhered to.

Please note that the policy and procedures set out above do not form part of staff members’ contracts of employment or volunteers’ terms of engagement and may be changed by us in our absolute discretion at any time.

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