



The Stage Studio Safeguarding Policy

Policy Statement:

The Stage Studio has a duty of care to safeguard from harm all children and young people with whom it interacts. Children and young people occupy a central place within The Stage Studio and our work. We strongly believe that all children and young people have the right to be treated fairly, justly, and have the right to freedom from abuse and harm. This policy details some of the legal requirements, organisational procedures, and best practices applicable to all team members, volunteers, and contractors. Our policy ensures that all our team members and volunteers are carefully selected and vetted, have the relevant qualifications and experience, and accept responsibility for helping to prevent the abuse of children and young people in their care. We aim to offer comprehensive advice to our team members and freelance contractors with regards to legal requirements and good practice. All suspicions and allegations of abuse and poor practice will be taken seriously and responded to swiftly and appropriately. We have procedures in place to address poor practice, and to help any child/young person who appears to be at risk, or who appears to be a victim of abuse. We will offer help and support when a child/young person tells us that they are affected by these issues.

Equality, Diversity and Inclusion

The Stage Studio is committed to safeguarding and promoting the welfare of every child and young person. We believe that all children have an equal right to protection regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, or socio-economic background. We are committed to providing an inclusive, welcoming and supportive environment where every child feels safe, respected and valued.

1. Off-Site Performances and Events

The Stage Studio may, from time to time, offer opportunities for students to participate in performances, festivals, showcases, or other events held away from their regular class venue.

Parents/carers will be informed well in advance of any off-site event and will receive details of the venue, timings, supervision arrangements, and any additional requirements. Written consent will be obtained where appropriate.

Participation in off-site performances and events is entirely voluntary and is not a requirement for continued enrolment in regular classes.

The Stage Studio is committed to providing a safe environment for all participants. All off-site events will be appropriately supervised by Stage Studio staff and, where required, approved volunteers. Adults who are regularly involved in supervising children will have undergone the appropriate enhanced DBS checks in accordance with current safeguarding guidance.

Prior to each off-site event, The Stage Studio will carry out a suitable risk assessment, taking into account the venue, travel arrangements (where applicable), supervision ratios, emergency procedures, and any specific needs of participating children. The Stage Studio will also work with host venues to ensure that appropriate safeguarding and health and safety measures are in place throughout the event.

2. Staff Recruitment, Training and Safeguarding

The Stage Studio is committed to ensuring that all staff, teachers, assistants, volunteers, and contractors are suitable to work with children and young people.

All individuals working in regulated activity with children will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check before commencing their role, in accordance with current safeguarding legislation and guidance.

The Stage Studio follows a safer recruitment process, which includes a thorough interview, the verification of identity and right to work (where applicable), and the obtaining of appropriate references to assess an individual's suitability to work with children.

All staff and regular volunteers are required to read and acknowledge The Stage Studio's Safeguarding and Child Protection Policy, Code of Conduct, and any other relevant safeguarding procedures before working with students.

All team members will receive safeguarding information as part of their induction, including guidance on recognising signs of abuse, responding appropriately to safeguarding concerns, reporting procedures, and emergency protocols. Staff will also be made aware of the Designated Safeguarding Lead (DSL) and the process for escalating concerns.

The Stage Studio is committed to providing appropriate safeguarding training and regular updates to ensure that all staff maintain the knowledge, confidence, and skills required to safeguard children and young people effectively. Training will be proportionate to each individual's role and responsibilities and will be refreshed as required.

3. Risk Assessment and Safeguarding Responsibilities

The Stage Studio is committed to providing a safe environment for all children and young people attending its classes, rehearsals, performances, workshops, and other activities.

Appropriate risk assessments will be carried out for all activities, venues, and events to identify potential hazards and implement suitable control measures. Risk assessments will be reviewed regularly and updated whenever there are significant changes to activities, locations, or identified risks.

All staff, teachers, assistants, volunteers, and contractors have a shared responsibility to remain vigilant to the welfare of children and young people in their care. Team members will be familiar with the indicators and signs of abuse and neglect, including physical abuse, emotional abuse, sexual abuse, and neglect, as outlined in this policy.

Any safeguarding concerns, disclosures, allegations, or observations that may indicate a child is at risk of harm must be reported immediately to the Designated Safeguarding Lead (DSL), in accordance with The Stage Studio's safeguarding procedures. Staff should never assume that someone else has reported a concern and must always follow the reporting process outlined in this policy.

4. Participation, Supervision, Arrival and Collection Procedures

Parents/carers are responsible for ensuring that their child is safely dropped off to, and collected from, a member of The Stage Studio team at the beginning and end of each class, rehearsal, activity, or event.

Parents/carers remain responsible for their child until the scheduled class or activity begins and a member of The Stage Studio teaching team is present to supervise students. Children should not be left unattended before the start of a session, and parents/carers are expected to remain with their child until responsibility has been transferred to a teacher.

At the end of each session, responsibility for the child transfers back to the parent/carer or authorised adult upon collection. Students will only be released to their usual parent/carer or another authorised adult known to The Stage Studio, unless alternative collection arrangements have been communicated in advance.

Teenage students who have permission to leave classes independently must have written consent from a parent/carer on file. This permission should be sent by email to admin@thestagestudioreigate.com before the student is permitted to leave the premises without being collected by an adult.

Children will be appropriately supervised by Stage Studio staff throughout all classes, rehearsals, performances, and organised activities. Procedures relating to children accessing toilet facilities are detailed separately within this policy.

For off-site performances and events, parents/carers will be provided with relevant information in advance, including venue details, arrival and collection arrangements, supervision ratios, emergency contact information, and any transport arrangements where applicable.

The Stage Studio will maintain appropriate staff-to-child supervision ratios at all times, taking into account the age of participants, the nature of the activity, and any additional needs, to ensure the safety and wellbeing of all children and young people.

5. Toilet and Toileting Procedures

The Stage Studio is committed to ensuring that children and young people can use toilet facilities safely while maintaining their dignity, privacy, and wellbeing.

At a student's first class, teachers or the Principal will ensure that they are shown the location of the toilet facilities available at the venue.

Where possible, staff and students will use separate toilet facilities. Where this is not possible due to the venue, appropriate safeguarding measures will be implemented to ensure the safety of both students and staff.

Parents/carers are encouraged to ensure that children aged **3–6 years** use the toilet before the start of class.

If a child aged **3–6 years** needs to use the toilet during a class, they will be accompanied by their parent/carer where possible. If this is not possible, a DBS-checked member of staff, such as the Principal, Manager, Teaching Assistant or another authorised member of the team, may accompany the child to the toilet area. Staff will not enter a toilet cubicle with a child unless there is an emergency or the child requires assistance, and every effort will be made to respect the child's privacy and dignity at all times.

Children aged **6 years and over** should, wherever possible, attend the toilet in pairs or small groups (typically no more than three students), depending on the venue and the level of supervision required. Where appropriate, and following a venue-specific risk assessment, a member of staff may accompany the group to the toilet area while remaining outside the facilities unless assistance is required.

Teenage students may attend the toilet independently or in pairs where appropriate, taking into account the venue, safeguarding considerations, and staff judgement.

Staff must use their professional judgement, informed by the venue layout and the relevant risk assessment, to determine the most appropriate level of supervision for students using toilet facilities. The safety and welfare of children will always be the primary consideration.

No member of staff should ever be alone in an enclosed toilet facility with a child unless there is an emergency or an immediate safeguarding or welfare concern. Any incident requiring personal assistance beyond routine supervision should be recorded and, where appropriate, communicated to the child's parent/carer.

6. Photography and Video Recording

The Stage Studio recognises the importance of protecting the privacy and identity of all children and young people. Photographs and video recordings will only be taken and

used in accordance with this policy, our Privacy Policy, and applicable data protection legislation.

Parents'/carers' photography and video consent preferences are collected as part of the enrolment process and can be reviewed or updated at any time through the Parent Portal, alongside The Stage Studio's Terms & Conditions and Privacy Policy.

The Stage Studio will only photograph or film students for legitimate purposes, such as promoting the school, celebrating achievements, documenting performances, or supporting educational activities, and only where the appropriate parental consent has been provided.

Parents/carers have the right to refuse or withdraw consent for their child to be photographed or filmed. The Stage Studio will respect these preferences and will take reasonable steps to ensure that children without consent are not included in photographs or recordings used for promotional purposes.

All photographs and video recordings will be stored securely and accessed only by authorised members of The Stage Studio team. Images will be retained only for as long as necessary and managed in accordance with The Stage Studio's Privacy Policy and applicable UK data protection legislation.

Parents, carers, and audience members may occasionally wish to take photographs or videos during performances. The Stage Studio asks that any images or recordings are for personal use only and are not shared publicly or on social media if they include other children without the permission of their parents/carers.

7. Behaviour Management and Discipline

The Stage Studio is committed to providing a safe, inclusive, and respectful environment where every child and young person feels valued and supported.

Students are expected to behave respectfully towards fellow students, staff, volunteers, parents/carers, and venue users at all times. Expectations regarding behaviour are outlined in The Stage Studio's **Terms & Conditions**, which all parents/carers agree to upon enrolment.

Bullying, harassment, discrimination, intimidation, aggressive behaviour, inappropriate language, inappropriate physical contact, and deliberate damage to property will not be tolerated. Any concerns regarding behaviour will be addressed promptly, fairly, and consistently, with parents/carers involved where appropriate.

The Stage Studio operates a **three-stage behaviour management process** to support students in improving their behaviour. Where concerns arise, staff will work with the student and communicate with parents/carers to encourage positive outcomes.

If poor behaviour continues despite support and intervention, a meeting will be arranged with the Principal, Lydia, and the student's parent/carer to discuss the concerns and agree on appropriate next steps. Continued or serious breaches of The Stage Studio's behaviour expectations may result in temporary suspension or the student's removal from classes.

The Stage Studio reserves the right to bypass the three-stage behaviour process where an incident is considered sufficiently serious. This includes, but is not limited to:

- Bullying or repeated harassment.
- Physical aggression or violence.
- Inappropriate touching or behaviour of a sexual nature.
- Discriminatory or abusive behaviour.
- Deliberate damage to property.
- Any behaviour that places the safety or wellbeing of another child, member of staff, volunteer, or member of the public at risk.

Where behaviour gives rise to a safeguarding concern, it will be managed in accordance with The Stage Studio's Safeguarding and Child Protection Policy, and, where necessary, appropriate referrals will be made to external agencies.

8. Online Safety

The Stage Studio recognises that technology plays an important role in the lives of children and young people. We are committed to promoting the safe and responsible use of digital technology and protecting students from online risks.

The Stage Studio will take reasonable steps to ensure that any digital communication, online learning (where applicable), and the use of photographs or video recordings are managed safely and in accordance with this policy and our Privacy Policy.

Staff Responsibilities

All staff, volunteers, and contractors must:

- Maintain professional boundaries when communicating with students.
- Communicate with parents/carers through approved Stage Studio communication channels only.
- Never contact students through personal social media accounts, private messaging apps, or personal email addresses.
- Never share inappropriate, offensive, or harmful online content.
- Report any online safeguarding concerns or incidents immediately to the Designated Safeguarding Lead (DSL).

Parents and Carers

Parents/carers are encouraged to:

- Support their children in using the internet, social media, and digital devices safely and responsibly.
- Monitor their child's online activity in an age-appropriate manner.
- Report any concerns relating to online behaviour or communication involving The Stage Studio to the Designated Safeguarding Lead.

Students

Students are expected to:

- Use technology responsibly and respectfully.
- Treat others with kindness both in person and online.
- Never use digital devices to bully, harass, intimidate, or embarrass others.
- Respect the privacy of fellow students and staff by not sharing photographs, videos, or personal information without appropriate permission.
- Inform a trusted adult or a member of The Stage Studio staff if they encounter anything online that makes them feel unsafe or uncomfortable.

Any incidents involving cyberbullying, inappropriate online behaviour, or the misuse of technology that affect the safety or wellbeing of students will be taken seriously and managed in accordance with this Safeguarding and Child Protection Policy and The Stage Studio's Behaviour Management procedures.

9. Reporting Safeguarding Concerns

It is **not** the responsibility of any member of staff, volunteer, or contractor at The Stage Studio to decide whether abuse has occurred. Their responsibility is to recognise concerns, respond appropriately, record factual information, and report concerns without delay.

Any safeguarding concern, allegation, disclosure, or suspicion relating to the welfare of a child or young person must be reported immediately to the **Designated Safeguarding Lead (DSL)**.

Designated Safeguarding Lead (DSL)

Lydia Whiteside

Email: admin@thestagestudioreigate.com

On receiving a safeguarding concern, the DSL will:

- Listen to and support the individual reporting the concern.
- Record the information accurately and confidentially.
- Assess the concern in line with current safeguarding guidance.
- Seek advice from, or make referrals to, Children's Social Care, the Local Authority Designated Officer (LADO), the Police, or other relevant agencies where appropriate.
- Ensure appropriate action is taken to safeguard the child.

If a child is believed to be at immediate risk of significant harm, staff should contact the Police or Children's Social Care without delay if the DSL is unavailable.

All safeguarding concerns, disclosures, allegations, and incidents will be recorded using The Stage Studio's Incident Report Form. Records should include:

- the date, time, and location of the concern;
- the child's own words wherever possible;
- factual observations only (avoiding opinions or assumptions);
- any witnesses present;
- actions taken;
- the name of the person making the report.

All safeguarding records will be stored securely, treated as confidential, and shared only on a need-to-know basis in accordance with UK safeguarding guidance and applicable data protection legislation.

10. Responding to a Disclosure

If a child or young person makes a disclosure of abuse or neglect, all staff, volunteers, and contractors must respond calmly and appropriately.

Staff should:

- **Listen** carefully without expressing shock, disbelief, or judgement.
- **Reassure** the child that they have done the right thing by speaking up and that they are not to blame.
- **Respond** by taking the disclosure seriously. Do not ask leading questions, investigate the allegation, or promise to keep the information secret. Explain that the information will need to be shared with the Designated Safeguarding Lead to help keep them safe.
- **Record** the disclosure as soon as possible, using the child's own words wherever possible. Records should include the date, time, location, those present, any observed injuries or behaviours, and the actions taken.
- **Report** the concern immediately to the Designated Safeguarding Lead in accordance with this policy.

The welfare of the child is always the paramount consideration.

11. Staff Code of Conduct

All members of The Stage Studio team are expected to maintain the highest standards of professional conduct and to safeguard the welfare of every child in their care.

Staff, volunteers, and contractors must:

- Treat every child with dignity, respect, fairness, and kindness.
- Provide a safe, inclusive, and supportive environment.
- Maintain appropriate professional boundaries at all times.
- Avoid situations where they are alone with a child wherever reasonably possible.
- Respect children's privacy and dignity.

- Never use inappropriate, intimidating, discriminatory, or abusive language or behaviour.
- Never develop inappropriate personal relationships with students or communicate with them through personal social media or private messaging.
- Take all safeguarding concerns seriously and report them immediately to the Designated Safeguarding Lead.
- Follow The Stage Studio's safeguarding, health and safety, and behaviour policies at all times.

Failure to follow this Code of Conduct may result in disciplinary action and, where appropriate, referral to external safeguarding agencies.

12. Student Behaviour Expectations

The Stage Studio expects all students to contribute to a positive, welcoming, and respectful environment.

Students are expected to:

- Treat fellow students, staff, volunteers, and visitors with kindness and respect.
- Follow the instructions of teachers and staff at all times.
- Attend classes, rehearsals, and performances punctually whenever possible.
- Behave safely and avoid actions that could put themselves or others at risk.
- Use respectful and appropriate language.
- Respect Stage Studio venues, equipment, costumes, props, and other property.
- Report any concerns about bullying, unsafe behaviour, or safeguarding to a member of staff.
- Follow any dress code or uniform requirements communicated by The Stage Studio.
- Make a positive contribution to classes and performances through good behaviour, effort, and cooperation.

Parents/carers are expected to support these expectations and to work in partnership with The Stage Studio to promote positive behaviour.

Serious or repeated breaches of these expectations will be managed in accordance with the Behaviour Management and Discipline section of this policy and the Terms & Conditions of enrolment.

13. Complaints, Concerns and Policy Review

The Stage Studio is committed to dealing with all safeguarding concerns, complaints, and grievances promptly, fairly, and confidentially.

Any concerns relating to safeguarding, the conduct of a member of staff, or the implementation of this policy should be raised with the Designated Safeguarding Lead in the first instance by contacting:

Lydia Whiteside

Designated Safeguarding Lead (DSL)

admin@thestagestudioreigate.com

All concerns and complaints will be considered carefully, investigated where appropriate, and managed in accordance with current safeguarding guidance and The Stage Studio's procedures. Where a concern relates to the Designated Safeguarding Lead, it should be reported to the appropriate statutory authority or other senior member of management.

This Safeguarding and Child Protection Policy will be reviewed annually, or sooner if there are changes to legislation, statutory guidance, or the operational needs of The Stage Studio.

Staff Declaration

I confirm that I have read, understood, and agree to comply with The Stage Studio's Safeguarding and Child Protection Policy. I understand my responsibilities for safeguarding children and young people and agree to follow the procedures set out within this policy at all times.

Name: _____

DBS number: _____

Signature: _____

Date: _____

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Date: _____

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Name: _____

DBS number: _____

Signature: _____

Date: _____

Contact Details

Designated Safeguarding Lead (DSL)

Name: Lydia Whiteside

Email: admin@thestagestudioreigate.com

Complaints or Concerns

Any concerns regarding the welfare of a child, the conduct of a member of staff, volunteer, or another adult, or the implementation of this policy should be reported to the Designated Safeguarding Lead in the first instance.

If your concern relates to the Designated Safeguarding Lead, or you feel unable to raise the concern with them, you should seek advice from the relevant local authority safeguarding team.

Policy Review

The Stage Studio is committed to reviewing this Safeguarding and Child Protection Policy and its safeguarding practices annually, or sooner if there are changes to legislation, statutory guidance, or organisational practice.

Policy last reviewed: 14 July 2026

Next review due: 14 July 2027

Signed: _____


Date: _____14/07/2026_____

External Agencies

NSPCC Helpline

Telephone: 0808 800 5000

Children's Single Point of Access (C-SPA) – Surrey

If you are a child or young person experiencing abuse or neglect, or an adult who is concerned about the safety or wellbeing of a child or young person, you can contact Surrey Children's Services Single Point of Access.

Telephone: 0300 470 9100

Out of hours: 01483 517898

Email: cspa@surreycc.gov.uk

Out of hours email: edt.ssd@surreycc.gov.uk

Children's First Contact Service (CFCS) – Sutton

The Children's First Contact Service provides a single point of contact for referrals to Children's Social Care within the London Borough of Sutton.

Telephone: 020 8770 6001

Out of hours: 020 8770 5000

Email: childrensfirstcontactservice@sutton.gov.uk

Useful Guidance

- **Keeping Children Safe in Education (KCSIE)**
- **Working Together to Safeguard Children**
- **NSPCC – Reporting Child Abuse**
-