BOOM ARTS ACADEMY LTD

Child Protection Policy

For classes, workshops, school clubs, one-to-one tuition, rehearsals, performances, competitions, trips and events

Organisation	Boom Arts Academy Ltd
Designated Safeguarding Lead (DSL) Level 3	Isla Selley, Director
DSL contact	boomartsacademy@hotmail.com 07951992056
Policy approved	October 2026
Next review	October 2027, or sooner following legislation/guidance or a safeguarding incident
Applies to	All staff, teachers, contractors, volunteers, chaperones, students, children and young people under 18

1. Policy statement

Boom Arts Academy Ltd is committed to protecting every child and young person who takes part in our activities. The welfare and best interests of the child are paramount. Safeguarding is everyone's responsibility and all concerns will be taken seriously, responded to promptly and handled in a child-centred, proportionate and confidential manner.

For the purpose of this policy, a child is anyone under the age of 18. This policy applies regardless of age, disability, sex, gender reassignment, race, religion or belief, sexual orientation, family circumstances, socio-economic background or any other characteristic.

2. Purpose

- to protect children and young people who participate in Boom Arts Academy activities;
- to provide staff, teachers, contractors, volunteers and chaperones with clear procedures when a safeguarding concern arises;
- to ensure concerns, disclosures and allegations are recorded and referred appropriately;
- to promote a culture in which children are listened to, respected and able to raise concerns safely.

3. Legal and guidance framework

This policy has been prepared with regard to current safeguarding law and guidance in England, including:

- Children Act 1989 and Children Act 2004;
- Working Together to Safeguard Children 2026 (Department for Education);

- Keeping Children Safe in Education 2026, used as relevant good-practice guidance where Boom works in or alongside schools and colleges;
- Children (Performances and Activities) (England) Regulations 2014 and child performance licensing/BOPA requirements;
- Safeguarding Vulnerable Groups Act 2006 and relevant Disclosure and Barring Service requirements;
- Data Protection Act 2018 and UK GDPR, including lawful information-sharing for safeguarding purposes;
- NSPCC safeguarding guidance for the performing arts and activities involving children.

Boom Arts Academy is not a school and therefore not every provision of Keeping Children Safe in Education applies directly. However, its safeguarding principles are adopted where relevant as good practice.

4. Designated Safeguarding Lead

The Designated Safeguarding Lead (DSL) is Isla Selley, Director. The DSL leads on child protection, receives concerns, maintains safeguarding records, makes or supports referrals, liaises with statutory agencies and local authorities, and ensures safeguarding procedures are reviewed. The DSL will undertake appropriate safeguarding lead training and keep that knowledge up to date. A suitable deputy or senior responsible person should be identified for events where the DSL is unavailable.

DSL contact: [INSERT SAFEGUARDING EMAIL] | [INSERT TELEPHONE NUMBER]

5. Recognising abuse, neglect and exploitation

Staff must remain alert to indicators of harm. Concerns may relate to:

- physical abuse; emotional abuse; sexual abuse; neglect;
- child sexual exploitation or child criminal exploitation;
- domestic abuse and the impact of witnessing or experiencing it;
- bullying, cyberbullying, prejudice-based or discriminatory abuse;
- child-on-child abuse, including sexual harassment, sexual violence, harmful sexual behaviour and abuse within intimate relationships;
- online abuse, grooming, coercion, image sharing, sextortion or harmful online contact/content;
- female genital mutilation, forced marriage, honour-based abuse, trafficking or modern slavery;
- radicalisation or extremist influence;
- self-harm, suicidal ideation or other circumstances creating an immediate safeguarding risk;
- a child going missing or unexplained patterns of absence;
- abuse or neglect affecting disabled children or children with additional needs, whose signs of harm can be overlooked or misattributed.

6. If a child discloses abuse or a concern arises

1. Listen calmly and take the child seriously. Do not express shock, disbelief or judgement.
2. Do not promise secrecy. Explain that information may need to be shared with people who can help keep them safe.
3. Allow the child to speak in their own words. Ask only open, necessary questions to clarify immediate safety; do not investigate or lead the child.
4. Reassure the child that they have done the right thing by speaking.
5. Record as soon as possible the child's own words, the date, time, location, people present, observations and actions taken. Distinguish fact from opinion.
6. Report the concern immediately to the DSL or deputy. Do not wait until the end of a class, rehearsal or event if the concern is urgent.
7. If a child is in immediate danger or requires emergency medical attention, call 999. Where appropriate, contact children's social care or the police without delay.
8. Do not confront the alleged perpetrator or conduct an internal investigation that could compromise a statutory investigation.

7. Referrals and escalation

The DSL will consider the child's immediate safety, whether early help or statutory intervention is required, and whether a referral should be made to the relevant local authority children's social care service, police or other safeguarding agency. If the activity takes place outside Croydon, the safeguarding procedures of the local authority in which the child is located or ordinarily resident may also be relevant.

Any member of staff may make a referral directly if necessary, particularly where a child is at immediate risk, the DSL is unavailable, or the member of staff believes appropriate action has not been taken. Concerns must never be left unreported because someone assumes another person will act.

8. Allegations or concerns about adults

Any allegation or safeguarding concern about an employee, teacher, contractor, volunteer, chaperone or other adult working with children must be reported immediately to the DSL. If the concern relates to the DSL/Director, it must be reported to another senior responsible person and the relevant Local Authority Designated Officer (LADO) or children's services as appropriate. The person who is the subject of an allegation must not lead the response.

Boom will follow local authority procedures and seek LADO advice where an adult may have harmed a child, may have committed an offence against or related to a child, may pose a risk of harm to children, or may be unsuitable to work with children. Low-level concerns about adult behaviour will also be recorded and addressed proportionately.

9. Child-on-child abuse

Child-on-child abuse will not be dismissed as banter, part of growing up or normal behaviour. Children affected will be supported and risks managed separately for the child who may have been harmed and the child whose behaviour caused

concern. Parents/carers and statutory agencies will be involved where appropriate, taking account of the child's safety and best interests.

10. Confidentiality, information sharing and records

- Safeguarding information is shared on a need-to-know basis and only with those who need it to protect a child.
- Data protection law does not prevent necessary and proportionate information-sharing for safeguarding.
- Safeguarding records will be factual, dated, signed/attributed, securely stored and kept separately from routine class records where practicable.
- Records should include the concern, action taken, decisions, reasons for decisions and outcomes.
- Parents/carers will normally be informed unless doing so could increase risk to the child, prejudice an investigation or conflict with advice from statutory agencies.

11. Performances, rehearsals and BOPA

For performances involving children, Boom will comply with applicable child performance legislation, licence or Body of Persons Approval (BOPA) conditions, local authority requirements and venue safeguarding arrangements. Children will be supervised by appropriately authorised adults and, where required, licensed chaperones. Registers, emergency contacts, medical information, collection arrangements and supervision plans will be maintained.

- Children must be signed in/out or otherwise accounted for under the event procedure.
- Only authorised adults may access child-only backstage/changing areas.
- Changing arrangements will respect privacy, age, sex/gender needs, disability and dignity; adults will avoid unnecessary presence while children change.
- No adult should take a child away from the event or venue without authorised collection arrangements.
- Medication and emergency medical information will be handled under the relevant event/medical arrangements.

12. Whistleblowing

Anyone who believes safeguarding practice is unsafe, concerns are being ignored, or wrongdoing is being concealed should raise the matter with the DSL or another senior responsible person. Staff may also use external whistleblowing routes, including the NSPCC Whistleblowing Advice Line where appropriate.

13. Review and approval

This policy will be reviewed at least annually and sooner if legislation or guidance changes, following a significant safeguarding incident, or where learning indicates that procedures should change.

Signed: *I. selley*

Name: Isla Selley

Role: Director / DSL safeguarding lead Level 3

Date: _____07/10/2026 _____

Reference sources

Working Together to Safeguard Children 2026: https://www.gov.uk/government/publications/working-together-to-safeguard-children--2

Keeping Children Safe in Education 2026: https://www.gov.uk/government/publications/keeping-children-safe-in-education--2

NSPCC: Safeguarding in the performing arts: https://learning.nspcc.org.uk/safeguarding-child-protection/for-performing-arts

Croydon Council: Body of Persons Approval licence: https://www.croydon.gov.uk/business-licences-and-tenders/licences-permits-and-registrations/apply/children-young-people-employment-permits/apply-body-persons-approval-licence