BOOM ARTS ACADEMY LTD

Safeguarding Policy

Safeguarding standards for children's dance, performing arts, school clubs, tuition, events and productions

Organisation	Boom Arts Academy Ltd
Designated Safeguarding Lead (DSL)	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. Our safeguarding commitment

Boom Arts Academy Ltd is committed to creating a safe, inclusive and positive environment in which children and young people can learn, perform and develop. Safeguarding means protecting children from maltreatment and harm, supporting their welfare and development, acting on concerns promptly, and creating conditions in which children can participate safely.

This policy should be read alongside Boom Arts Academy's Child Protection Policy and relevant operational procedures, including first aid/medical arrangements, risk assessments, behaviour expectations, photography/filming permissions, data protection and event/chaperone arrangements.

2. Scope and responsibilities

This policy applies to all Boom Arts Academy staff, self-employed teachers, contractors, volunteers, licensed chaperones, assistants and anyone acting on behalf of the organisation. Everyone has a responsibility to notice concerns, maintain professional boundaries, follow safer working practices and report safeguarding concerns.

The Designated Safeguarding Lead is Isla Selley, Director. DSL contact: boomartsacademy@hotmail.com 07951992056

3. Safer recruitment and suitability

- Roles involving children will be assessed to determine appropriate safer recruitment and DBS requirements.
- Identity, qualifications and experience will be checked where relevant, and references sought for appropriate roles.

- Enhanced DBS checks, including barred-list checks where legally eligible and required, will be obtained for relevant regulated activity.
- Staff and volunteers must disclose circumstances that may affect their suitability to work with children, subject to applicable law.
- New staff will receive safeguarding induction and understand how to report concerns before working unsupervised with children.
- Safeguarding and safer-working expectations apply equally to employees, contractors, guest teachers and volunteers.

4. Training and safeguarding awareness

- The DSL will undertake appropriate designated safeguarding lead training and keep knowledge current through refresher learning and updates.
- Staff working with children will receive safeguarding training appropriate to their role and regular updates.
- Staff must know who the DSL/deputy is, how to record and report a concern, and what to do in an emergency.
- Where Boom delivers activities in schools, staff will also follow the host school's safeguarding and visitor procedures.

5. Professional boundaries and code of conduct

- Treat children with dignity and respect and use appropriate, non-discriminatory language.
- Do not engage in sexualised, humiliating, threatening, degrading or exploitative behaviour.
- Avoid favouritism and inappropriate gifts, private arrangements or relationships that blur professional boundaries.
- Do not exchange private personal contact details with children or communicate through personal social-media accounts.
- Do not transport a child alone in a private vehicle except under an authorised arrangement or genuine emergency that is recorded and reported.
- Avoid being alone with a child in an isolated or unobservable setting. Where one-to-one tuition is necessary, use suitable safeguards such as visibility, parental knowledge and appropriate venue arrangements.
- Physical contact must be necessary, appropriate, proportionate and explained where practicable. In dance/acro training, hands-on correction or support must respect the child's dignity, consent/comfort and safety.
- Any accidental injury, unusual incident, boundary concern or situation that could be misinterpreted should be reported and recorded.

6. One-to-one lessons

One-to-one LAMDA, singing, dance or other tuition must be arranged through Boom Arts Academy Ltd and conducted in an appropriate teaching space. Parents/carers should know the lesson time and collection arrangements. Where practicable, doors should have visibility or remain appropriately open, other responsible adults should be nearby, and unnecessary isolation should be avoided. Staff must not arrange secret or informal private meetings with children.

7. Photography, filming and social media

- Images and recordings of children will be taken and used only in accordance with Boom's consent arrangements and legitimate safeguarding considerations.
- Children must not be photographed or filmed in toilets, changing areas or other situations where privacy is expected.
- Personal devices should not be used to retain children's images where an authorised organisational method is available.
- Images should avoid unnecessary identifying personal information and should not be used in a way that could embarrass, sexualise or place a child at risk.
- Staff must not privately message children through personal social-media accounts. Organisational communication routes should be used.

8. Changing rooms, toilets and personal care

- Children's privacy and dignity must be respected at all times.
- Adults should not enter changing areas unnecessarily and should announce themselves where entry is required for safeguarding or operational reasons.
- Arrangements should take account of age, disability, additional needs and the needs of all children.
- Where a child requires personal or intimate care, this should be agreed with the parent/carer and managed using an appropriate individual arrangement; staff must not improvise intimate care outside their role.

9. Attendance, collection and missing children

- Appropriate registers will be maintained for classes, clubs, rehearsals and performances.
- Children will be released only under the agreed collection arrangements. Password or authorised-collector systems may be used where appropriate.
- If a child is unexpectedly missing, staff will check the immediate area, alert the event/class lead and DSL, contact the parent/carer and escalate to police or venue security promptly where risk warrants it.
- Repeated unexplained absence or changes in attendance may constitute a safeguarding concern and should be considered by the DSL.

10. Medical needs, injuries and emergencies

- Relevant medical, allergy and emergency-contact information should be available to authorised staff for the activity.
- Medication such as adrenaline auto-injectors must be managed under agreed arrangements with parents/carers and, where relevant, the venue or school.
- First aid and emergency procedures will be followed. Serious incidents will be recorded and parents/carers informed unless safeguarding considerations require different action.
- Call 999 where there is an immediate threat to life or serious harm.

11. Bullying, discrimination and child-on-child harm

Boom Arts Academy does not tolerate bullying, harassment, discriminatory behaviour, sexual harassment, sexual violence or other child-on-child abuse. Reports will be taken seriously even where behaviour occurs outside Boom if it affects a child's safety or participation. Staff will avoid language that normalises harmful behaviour as 'banter' and will respond in a way that protects affected children and addresses risk.

12. Online safety

- Staff should remain alert to grooming, harmful content, coercion, image-based abuse, cyberbullying and exploitation online.
- Any safeguarding concern arising through online communication should be reported in the same way as an offline concern.
- Staff should not ask children to send private or sexualised images and must not forward or unnecessarily copy such material if received; seek safeguarding/police advice as appropriate.
- Online teaching, where used, should take place through authorised platforms and with appropriate parental knowledge and privacy safeguards.

13. Children with additional vulnerabilities

Some children may face additional barriers to recognising or reporting abuse, including disabled children, children with SEND, children experiencing family difficulties, children in care, young carers, children affected by discrimination and children whose first language is not English. Staff must not assume changes in behaviour, communication or injury are explained by a disability or additional need without considering safeguarding.

14. Performances, competitions, workshops and trips

- A proportionate risk assessment and supervision plan will be in place.
- Child performance licensing/BOPA requirements will be followed where applicable.
- Licensed chaperones will be used where required and chaperones will understand their safeguarding responsibilities.

- Backstage and dressing areas will be controlled to prevent unauthorised access.
- Children will be appropriately supervised during arrival, rehearsals, performances, intervals and collection.
- Emergency contacts, medical information and attendance records will be available to authorised staff.
- External venues and guest professionals must comply with Boom's safeguarding expectations and any applicable venue/local authority requirements.

15. School clubs and third-party venues

When Boom Arts Academy operates within a school or another organisation's premises, Boom staff will comply with both this policy and the host organisation's safeguarding, sign-in, collection and emergency procedures. Any concern relating to a child at a school-based activity should normally be shared promptly with the school's DSL as well as Boom's DSL, unless doing so would create an immediate safeguarding risk or conflict with statutory advice.

16. Responding to concerns

All safeguarding concerns, disclosures, allegations and low-level concerns about adults must be reported promptly in accordance with the Child Protection Policy. Staff must not investigate concerns themselves. In an emergency call 999. The DSL will determine appropriate referral, consultation, information-sharing and follow-up.

17. Recording, confidentiality and data protection

Safeguarding records will be accurate, timely, secure and accessible only to those with a legitimate safeguarding need. Information may be shared without consent where necessary and proportionate to protect a child. The safety and welfare of the child take priority over routine confidentiality.

18. Whistleblowing and safeguarding culture

Staff are expected to challenge unsafe practice and report concerns about colleagues, managers or organisational safeguarding. No person should suffer detriment for raising a genuine safeguarding concern in good faith. Where internal reporting is inappropriate or ineffective, external safeguarding or whistleblowing routes may be used.

19. Policy monitoring and review

The Director/DSL will review safeguarding arrangements at least annually, after significant incidents and when relevant legislation, statutory guidance or local authority requirements change. Learning from concerns, complaints, incidents and feedback will be used to strengthen practice.

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