



School Principal: Miss Amy Garwood ISTD DDI.

Address: 3 Station Road, Leighton Buzzard, Bedfordshire, LU7 9JF

Telephone: 07730470234

CHILD PROTECTION POLICY

Updated June 2012.

Note: Throughout this Policy the word “parents” refers to parents, guardians or carers.

1. To whom does this Policy Apply

This Policy relates to children under the age of 18 years and vulnerable adults of any age identified to us on entering the school. In recognizing the needs of children from minority ethnic groups and children who are disabled, the school actively seeks to meet the needs notified to us in advance of entering the school.

2. Registration.

Children are accepted for classes following completed and signed Registration Forms . Such information entered on the forms will be treated in strict confidence. Completion of the Registration Form acknowledges the School Terms & Conditions which are issued with the Form and clearly displayed on the School Notice Board.

3. The School Environment.

The school is educational and classes normally take place within suitable hired venues which we ensure provide an environment in which safety and security risks are managed so that they are as low as is reasonably practicable. Occasionally children will be invited to perform at festivals, outside displays and in shows/showcases at theatres and other venues. Parents’ permission will be duly sought to authorize such activities.

4. Viewing Classes

Viewing of classes is not normally permitted as this provides a distraction for the pupils and interrupts learning
Parents are invited to watch classes usually at the end of term and notice of this is posted on the notice board. Anyone wishing to take photos or videos of these classes will need to have the permission of all the other parents involved. Parents can wait for children in the designated waiting areas. If young children are left



unattended, it will be necessary for parents to ensure we have up to date contact information .

5. Children who are not pupils and Collection of pupils after classes.

Children who are not pupils of the school must be supervised by parents at all times whilst in the hired venues.

Children need to be collected promptly after classes by parents. Children waiting for parents may wait in the studios with the teacher, or at the end of the evening the teacher will wait outside the hired venue, parents who are consistently late will be charged.

If a parent wishes their child to make their own way home, must inform the school in writing.

6. The Studios

Children must not enter the studios for classes until called by a teacher.

A register will be taken of all children in the class.

7. The Staff

All school staff hold enhanced disclosure certificates from the Criminal Records bureau (CRB)

8. Theatre performances

When shows are performed, the children will be supervised in the dressing rooms by known volunteers who are parents of the children and /or holders of CRB disclosures.

Registers will be taken of all children who must be signed in and out of the dressing rooms.

Children not being collected after a performance by a known parent, must have a letter from the parent in advance advising us of who is collecting the child.

9. The Legislation and Guidance which supports this Policy.

The Rehabilitation of Offenders Act 1974. The Children Act 1989. The Police Act 1997. The Data Protection Act 1998. The Human Rights Act 1998. The Protection of Children Act 1999. The Criminal Justice and Court Services Act 2000. The Children Act 2004. The Vulnerable Groups Act 2006.