

Central Safety & Safeguarding Policy

For Follow Your Dreams Competitions

1. Introduction

Follow Your Dreams Competitions is committed to providing a safe, nurturing, and professional environment for all children and young persons participating in our events. We have a moral and legal responsibility to safeguard children from harm and abuse, while also ensuring a safe working environment for artists, dancers, staff, parents, and volunteers.

This document consolidates our **Risk Management Plans** and **Safeguarding Policies** into one unified framework. It outlines hazards, controls, procedures, and safeguarding measures, ensuring compliance with all relevant legislation and best practices.

2. Legal Framework

This policy complies with the following legislation and guidance:

- Children & Young Persons Act 1963 (s.37(3))
- The Children (Performances and Activities) (England) Regulations 2014
- Children Act 1989 & 2004
- Working Together to Safeguard Children (2015)

3. Roles & Responsibilities

- **Designated Safeguarding Officer (DSO/DSL):**
Name: Kylie Drew
Role: Oversee safeguarding practices, respond to concerns, ensure policy compliance.
- **Parents/Guardians:** Responsible for supervision of children unless an approved chaperone is appointed.
- **Chaperones:** Must be licensed and responsible for welfare, sign-in/out, dressing room supervision, and incident reporting.
- **Staff & Volunteers:** Must undergo DBS checks (or overseas equivalent), follow the code of conduct, wear ID badges, and adhere to safeguarding practices.

4. Risk Management & Hazard Controls

4.1 Slips, Trips & General Injury

- Bottled water only in dance area.
- Clear floors of furniture, bags, and cables (securely taped).
- Warm-ups required before activity; safe practices explained and monitored.
- Artist monitors ability and adapts activity where needed.

4.2 Injury to Self/Others & Props

- Expectations of safe and respectful behaviour agreed.
- Contact work guidelines established.
- Props/costumes rehearsed in advance; stop if unsafe.

4.3 Dehydration & Exhaustion

- Regular breaks provided, adjusted for age/needs.
- Water available.
- Room temperature monitored.

4.4 Welfare & Toilets

- Regular breaks with access to toilets.
- Children always supervised by parent/guardian or chaperone.

4.5 Travel

- Groups move together between venues with registers kept.
- Parents responsible for travel to/from events.

4.6 Lack of Support

- Appropriate adult-to-child ratios maintained.
- Staffing planned before event start.

4.7 Permissions

- Consent forms (photo/film, medical, emergency contact) collected.
- Artists hold emergency contacts/medical details on-site.

4.8 Cyber Safety

- Only approved artists take photos/videos with parental consent.
- Consent policy explained to participants.
- Staff monitor for cyber bullying/grooming risks.

4.9 Lost Child

- Children not to leave without permission.
- Strict sign-in/out by parent/guardian or approved adult with PR.

4.10 Emergencies (Fire, Medical, Security)

- Fire evacuation procedures rehearsed and announced. (Ensure fire safety is communicated daily at events.)
- Emergency contacts accessible at all times.
- First aid station and trained first aiders available.
- Incidents recorded and reported using official forms.

5. Safeguarding Procedures

5.1 Recognising Abuse

Abuse includes:

- Physical abuse
- Sexual abuse
- Neglect
- Emotional abuse

5.2 Responding to Concerns

- Listen, reassure, and record details accurately.
- Do not promise confidentiality.
- Report immediately to the DSO (Kylie Drew).
- Do not confront alleged abuser.

6. Venue & Event Controls

6.1 Security & Access

- Only registered dancers, chaperones, studio owners, and authorised staff permitted backstage.
- Staff/volunteers wear ID badges and FYD T-shirts. (Inspection noted ID badges should be mandatory for all staff/venue staff.)
- Security personnel to monitor all entry points.
- Wristbands issued (colour-coded for role). (Ensure chaperone licences checked before issuing wristbands.)

6.2 Signing In & Out

- Dancers signed in/out by parent, guardian, or authorised adult with PR.

- Dance schools keep registers and provide copies to FYD at day's end. (Currently inconsistent — must be standardised.)

6.3 Dressing Rooms & Privacy

- Separate changing for boys and girls over 5.
- Curtains/screens/tents installed for privacy. (Inspection highlighted urgent need for stronger privacy measures.)
- Licensed chaperones supervise dressing areas at all times.
- Photography strictly prohibited inside dressing rooms.
- Media walls provided in designated areas.

7. Staff Recruitment & Training

- All staff and volunteers DBS checked (or overseas equivalent).
- Safer recruitment practices in place for all roles including photographers.
- Induction covers safeguarding responsibilities, fire safety, and reporting procedures.
- Code of Conduct signed by all staff, outlining appropriate physical contact, communication, and behaviour.

8. Monitoring, Record Keeping & Review

- Daily records of attendance, incidents, and illnesses kept securely for six months. (Inspection noted inconsistency — must be enforced.)
- All incidents recorded using official forms and reported to the DSO.
- Risk assessments reviewed annually and after each event.
- Policy reviewed annually and after any safeguarding incident.

9. Communication & Housekeeping

- Fire exits, evacuation plans, and safety reminders announced at start of each day.
- Clear signage for registration, changing rooms, and restricted areas.
- Parents/chaperones informed of reporting procedures and safeguarding contacts.
- Social media/photography policies communicated clearly.

Signed

Kylie drew

15/09/25

Kylie Drew

Director Follow Your Dreams Events

