Sun-Rae Inclusive Dance

Safeguarding Policy (Oxfordshire)

Policy Effective Date:	27/11/2026
Next Review Date:	26/11/2027
Designated Safeguarding Lead (DSL):	Elizabeth-Rae Large 07949 881135

1. Purpose and Scope

Sun-Rae Inclusive Dance is committed to providing a safe, welcoming, and accessible environment where children, young people, and adults with care and support needs can participate in dance free from abuse, neglect, or harm. Because our classes and events welcome participants of all abilities—including disabled dancers, wheelchair/seated dancers, and people with Special Educational Needs and Disabilities (SEND)—our safeguarding practices account for communication, mobility, and support needs.

This policy applies to all staff, coaches, volunteers, helpers, and event crew working on behalf of Sun-Rae Inclusive Dance across Oxfordshire classes, shows, and competitions.

2. Core Principles

- **Safety and welfare come first:** Protecting children and adults at risk from harm is everyone's responsibility.
- **Inclusive and accessible support:** We adapt how we listen, communicate, and support dancers so every participant feels respected and heard.
- **Zero tolerance:** Abuse, bullying, discrimination, exploitation, and neglect are never acceptable.
- **Proportionate action:** Concerns are handled promptly, confidentially, and in line with Oxfordshire multi-agency procedures and UK safeguarding law.

3. Roles and Responsibilities

Designated Safeguarding Lead (Elizabeth-Rae Large)

The DSL is responsible for:

- Acting as the main point of contact for safeguarding concerns within Sun-Rae Inclusive Dance.
- Receiving, recording, and triaging concerns securely and confidentially.
- Making referrals to Oxfordshire County Council safeguarding services or the police when required.
- Ensuring staff and volunteers understand this policy and complete appropriate safeguarding training.

- Reviewing this policy annually and after any significant incident or policy change.

All Staff, Coaches, and Volunteers

Everyone involved in sessions or events must:

- Follow the Sun-Rae Inclusive Dance Code of Conduct and safe working practices.
- Notice changes in behaviour, mood, physical condition, or attendance—while recognising that some signs may relate to disability, medical conditions, or communication differences.
- Report any concern or disclosure to Elizabeth-Rae Large (or the Deputy Lead / emergency services) without delay.
- Never investigate a concern on their own or promise a dancer total secrecy.

4. Inclusive Practice and Operational Safeguards

- **Safe arrivals and collection:** Children and dancers requiring support are only released to named parents, carers, or pre-agreed authorised contacts unless explicit prior arrangements are confirmed.
- **Physical assistance and personal care:** Physical contact in dance (such as spotting, alignment, or wheelchair/transfer support) must be necessary, respectful, and explained clearly wherever possible. Personal care or intimate support must follow agreed care plans, maintain dignity, and avoid isolated one-to-one situations where avoidable.
- **Changing and toileting areas:** Keep changing and toilet arrangements safe, dignified, and well-supervised according to needs. Mobile phones and cameras must not be used in changing or toilet areas.
- **Photography, filming, and social media:** Obtain clear, documented consent from the participant (where able) and/or parent/carer before taking or sharing photos or videos of classes, performances, or competitions.
- **Safer recruitment:** Carry out appropriate checks—including Enhanced DBS checks where eligible—and take up references before staff or volunteers start working with children or adults at risk.

5. Responding to a Concern or Disclosure

If a dancer tells you something upsetting or you have a safeguarding concern:

1. **Check for immediate danger:** If someone is in immediate physical danger or a crime is in progress, call 999.
2. **Listen calmly and stay supportive:** Let the person speak at their own pace using accessible language. Do not ask leading questions or press for details.
3. **Reassure honestly:** Tell them they did the right thing by speaking up and that you will share the information with people who can help keep them safe.
4. **Record accurately:** Write down what happened, what was said (using the person's own words where possible), dates, times, locations, and any visible observations—separating facts from opinion.
5. **Report promptly:** Pass the record to Elizabeth-Rae Large immediately (or contact local safeguarding services directly if she is unavailable or the concern involves her).

6. Oxfordshire Safeguarding Contacts

Emergency / Immediate Danger	Call 999 (Police non-emergency: 101)
Children — Oxfordshire County Council Multi-Agency Safeguarding Hub (MASH)	Office hours: 0345 050 7666 (Mon–Thu 8:30am–5:00pm, Fri 8:30am–4:00pm) Out of hours (Emergency Duty Team): 0800 833 408 Guidance: Oxfordshire Safeguarding Children Partnership (oscp.org.uk)
Adults at Risk — Oxfordshire County Council Safeguarding Adults	Office hours: 01865 328232 or 0345 050 7666 Out of hours (Emergency Duty Service): 0800 833 408 Guidance: Oxfordshire Safeguarding Adults Board (osab.co.uk)
Sun-Rae Inclusive Dance DSL	Elizabeth-Rae Large — [Insert Phone Number] | [Insert Email Address]

7. Record Keeping and Data Protection

Safeguarding records must be kept confidential, stored securely (locked or access-restricted), and shared only on a strict need-to-know basis in line with UK GDPR and data protection law.

8. Policy Adoption and Review Sign-Off

Approved by (Name & Role):	Elizabeth-Rae Large — Designated Safeguarding Lead
Signature:	ER Large
Date:	27/11/2026