

# Choreographytogo Ltd

Safeguarding Policy

**Last updated:** 25 November 2025 **Approved by:** Rachel Holmes, Director

## 1. Policy Statement

Choreographytogo Ltd is committed to promoting the safety, wellbeing, and protection of all learners, staff, and participants involved in our training, education programmes, live classes, online services, and events.

We believe:

- Everyone has the right to learn, work, and participate in an environment free from harm.
- Safeguarding is everyone's responsibility.
- We have a duty of care to protect children, young people, and adults at risk from abuse, neglect, or exploitation.

This policy outlines how we safeguard all individuals who engage with our services, both online and in person.

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## 2. Scope of the Policy

This policy applies to:

- All Choreographytogo staff, tutors, assessors, contractors, freelancers, presenters, and volunteers.
- Learners undertaking qualifications, CPD, workshops, or online programmes.
- Participants attending in-person or online classes, mentoring, or community groups.
- Any environment where Choreographytogo delivers services (Zoom, WhatsApp, email, social media, physical venues, etc.).

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### 3. Key Safeguarding Principles

- Protect individuals from abuse, harm, or exploitation.
- Promote a safe learning environment.
- Respond quickly and appropriately to concerns.
- Maintain confidentiality while following correct reporting procedures.
- Take preventative action through training, risk assessments, and clear boundaries.

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### 4. Definitions

#### **Children**

Anyone under the age of 18.

#### **Adult at Risk**

An adult who has care or support needs and may be unable to protect themselves from harm (e.g., due to disability, illness, mental health, or circumstances).

#### **Abuse May Include:**

- Physical abuse
- Emotional or psychological abuse
- Sexual abuse or harassment
- Neglect
- Financial exploitation
- Bullying or cyberbullying
- Radicalisation or extremism
- Discriminatory abuse

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## 5. Responsibilities

### All Staff, Tutors, and Assessors Must:

- Understand and follow this policy.
- Complete safeguarding training as required.
- Maintain professional boundaries.
- Report any safeguarding concerns immediately.
- Document incidents clearly and accurately.

### Director / Safeguarding Lead:

#### Kelly Reed

Kelly@Choreographytogo.com

07731 424879

Responsibilities include:

- Overseeing safeguarding procedures.
- Receiving and acting upon concerns.
- Liaising with external agencies when appropriate.
- Ensuring staff training and policy compliance.

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## 6. Code of Conduct for Staff and Tutors

All tutors, assessors, presenters, and staff must:

- Act as positive role models.
- Treat all learners with respect and dignity.
- Maintain appropriate communication online and offline.

- Use professional language at all times.
  - Avoid unnecessary physical contact.
  - Never engage in behaviour that could be misinterpreted or exploitative.
  - Never offer lifts or meet learners alone outside professional sessions.
  - Use Choreographytogo-approved platforms for communications.
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## **7. Online Safety and Digital Safeguarding**

Choreographytogo delivers significant content online, therefore:

### **We will:**

- Ensure Zoom classrooms and online learning systems are secure.
- Use passwords, waiting rooms, and approved platforms.
- Avoid 1:1 unsupervised online contact with under-18s or adults at risk.
- Record sessions where appropriate for transparency.
- Monitor behaviour in online groups (Facebook, WhatsApp, etc.).

### **Learners must:**

- Treat all online spaces respectfully.
  - Use their own accounts and devices when possible.
  - Not share private information publicly.
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## **8. Safe Recruitment of Tutors and Assessors**

Choreographytogo will ensure:

- DBS checks where appropriate.
  - Verification of qualifications and experience.
  - Reference checks for new staff.
  - Induction covering safeguarding expectations.
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## **9. Recognising Signs of Abuse**

Staff should remain alert to signs including:

- Sudden behaviour changes
  - Unexplained injuries
  - Withdrawal or fearfulness
  - Inappropriate sexual behaviour or language
  - Poor mental wellbeing
  - Disclosure from a learner
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## 10. Reporting a Safeguarding Concern

If you have a safeguarding concern:

1. **Listen and stay calm.**
2. **Do not investigate**—your role is to report.
3. **Record the facts** (date, time, what was said or observed).
4. **Report immediately** to the Safeguarding Lead:
  - **Kelly Reed**
5. If the Safeguarding Lead is unavailable and someone is in immediate danger, contact:
  - **Police: 999**
  - **NSPCC Helpline: 0808 800 5000**

### **Confidentiality:**

All information will be handled sensitively and shared only with those who need to know.

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## 11. Managing Allegations Against Staff

Any allegations made against Choreographytogo staff, tutors, or contractors will be:

- Taken seriously.
- Reported immediately to the Safeguarding Lead.
- Investigated following local safeguarding procedures.
- Reported to the Local Authority Designated Officer (LADO) if necessary.

Staff may be temporarily removed from teaching duties while investigations take place.

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## **12. Safe Learning Environment**

Choreographytogo will:

- Carry out risk assessments for in-person events, classes, and venues.
  - Ensure safe equipment use.
  - Provide health and safety information to learners.
  - Promote inclusion and anti-discrimination.
  - Obtain parental consent for under-18s attending training.
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## **13. Data Protection & Confidentiality**

All safeguarding records will be:

- Stored securely
  - Restricted to authorised personnel
  - Kept in line with GDPR requirements
  - Retained only for as long as is reasonably required
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## **14. Review of Policy**

This Safeguarding Policy will be:

- Reviewed annually
- Updated after any safeguarding incident or change in legislation
- Circulated to all staff, tutors, and contractors