Studio One (DCPA) Ltd

Safeguarding & Child Protection Policy

Issue and Review

The date of issue of this policy is **OCTOBER 2026**. This policy will be reviewed annually.

Introduction

Studio One (DCPA) Ltd is committed to creating a safe, understanding, and encouraging environment for learners. This policy has been developed to meet the requirements of:

- The Children Act 1989
- The Human Rights Act 1998
- The UN Convention on the Rights of the Child (ratified by the UK government in 1991)
- The Protection of Children Act 2004

Studio One (DCPA) Ltd recognises the privilege and responsibility of working with children and young adults. Parents and learners trust the organisation to care for students, provide leadership, and ensure their safety.

The designated safeguarding officers at Studio One (DCPA) Ltd are:

- **Denise Booth** (Principal)
- **Julie Yates** (Studio Administrator)

All other staff members hold enhanced DBS checks and first aid certificates. Documentation is displayed in the studio reception area.

Policy

The welfare of the learner is paramount, regardless of age, culture, gender, race, religious beliefs, or sexuality. To ensure appropriate safety during classes, extra tuition, and performances, Studio One (DCPA) Ltd adopts the following guidelines:

- Creating a safe environment for children and young people through robust safeguarding practices
- Ensuring staff and volunteers do not pose a risk to children
- Providing training so staff know how to respond to concerns, report them appropriately, and stay updated with policy and practice

- Educating children and young adults on staying safe both in and out of the studio, including online safety
- Maintaining an environment where children feel confident approaching staff with worries or problems

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Reporting Procedure

If a staff member encounters indicators of abuse or a student discloses abuse, the following must be adhered to:

Always:

- Report concerns immediately
- Record information accurately using the child's own words
- Note dates, times, who was present, and factual observations
- Pass notes confidentially to the designated safeguarding leads

Never:

- Ask leading questions
- Investigate the situation personally (this is the safeguarding lead's role)
- Take photographs of marks
- Make arrangements for the student (medical or otherwise)
- Tape or video record an interview

Where possible, use a silent witness when handling sensitive information.

All concerns must be reported using the **Safeguarding Incident Form**, available on the file-sharing system. The safeguarding officer will assess the situation and determine appropriate action. Forms must be catalogued, signed, and dated to confirm procedure compliance.

Staff Allegations

If a student raises concern about a staff member at Studio One (DCPA) Ltd, the incident must be reported directly to **Principal Denise Booth**, without informing them of the allegation.

The Principal will conduct a relevant investigation and keep the student informed of progress. Disciplinary procedures and staff suspensions will be enforced if necessary.

Data Protection

All information held by Studio One (DCPA) Ltd is strictly confidential. In exceptional circumstances, if a student is believed to be at risk, appropriate authorities will be informed immediately.

All students/parents must sign a **General Data Protection Regulation (GDPR)** form upon enrolment, allowing relevant information to be shared with awarding organisations for examinations.

Consent for photos and videos for assessment and advertising purposes must also be disclosed during enrolment.

Links

Studio One (DCPA) Ltd adheres to all stipulations set out in the following guidance:

- Working Together to Safeguard Children – GOV.UK
- Pan-Dorset Safeguarding Children Partnership

Safeguarding Incident & Report Form

This form is to be used to record safeguarding concerns relating to children and/or venerable people.

In an emergency, do not delay in informing the police or social services. All the information must be handled confidentially and reported to the designated safeguarding officers immediately.

The form should be completed at the time or immediately following disclosure but after all necessary actions have been taken.
Please complete this form in full, where possible.

1. Your details

Name :
Teaching Position:

Telephone Number:
Email:

2. Details of the person affected

Name :
Teaching Position:

Telephone Number:
Email:

3. Details of the incident (please describe using only the facts)

4. Other persons present or potential witnesses

Name :
Address:

Telephone Number:

Email:
5. Additional relevant information
6. Disclaimer
I have completed this form and provided information that is factual and does not contain my own views or opinions on the matter. Print name: Signature: Date