

Northern Ballet

Children and Young People at Risk Safeguarding Policy

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August 2026

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1. Introduction

Northern Ballet is committed to creating and maintaining the safest and most supportive possible environment for all children that engage with our work. We believe the welfare and happiness of our participants is paramount, regardless of age, culture, disability, gender, ethnicity, religious beliefs and/or sexual identity and we aim to provide safe training, participatory and creative opportunities for everyone we work with.

The Northern Ballet Safeguarding Committee includes a member of The Board of Directors, a Company Director, Designated Safeguarding Leads and Officers and Safeguarding Champions. The committee works together to ensure;

- all safeguarding procedures are regularly reviewed
- staff receive up to date training
- safety checks are completed
- staff adhere to the Northern Ballet's Safeguarding Codes of Conduct.

For the purpose of this document 'staff' refers to all employees whether on permanent, temporary or freelance contracts. The term 'staff' also refers to volunteers and anyone in paid or unpaid work on behalf of Northern Ballet.

Northern Ballet uses the word 'child' to refer to anyone who has not yet reached their 18th birthday (Working Together to Safeguard Children 2018).

Northern Ballet uses the word 'guardian' to refer to the adult who is legally responsible for a child.

Northern Ballet works with children in a variety of ways:

- Through the various programmes of training and vocational classes led by the Academy of Northern Ballet.
- Through the programmes and projects delivered by the Learning Department both at Northern Ballet and in educational and community settings.
- Through work placements across the organisation.
- Through audiences at Northern Ballets studio theatre and at the large-scale venues where the Company perform.
- Through the child performers who perform in the Company productions.

This Safeguarding policy outlines our Safeguarding Procedures, how to report allegations, and how to respond to and document disclosures. It refers to, and should be read alongside all appendices listed on the contents page which serve to protect children and staff, and avoid potential safeguarding concerns.

Failure to adhere to this policy by any member of staff will result in disciplinary action.

2. Policy Objectives

We have safeguarding objectives to ensure children, young people and their guardians feel confident when in the care of Northern Ballet. Our objectives are:

- Safe organisational ethos
- Safe environment
- Safe processes for working with children and young people
- Safe staff
- Safe collection and use of information, and ways of communicating

Policy Principles

In support of these objectives, we are committed to the following principles.

To achieve a safe organisational ethos, we will:

- Expect all staff to work within the staff code of conduct and address any staffing concerns that occur.
- Provide effective management for all staff through supervision, support, and training in safeguarding where appropriate.
- Ensure staff are supported with their use of the whistle blowing policy.
- Treat everyone fairly in being able to access Northern Ballet activities and services which meet their needs, regardless of gender, age, ethnicity, disability, sexuality or beliefs.
- Share information about safeguarding and good practice with children, guardians and staff which includes the names of the Designated Safeguarding Leads (DSL) and Officers (DSO) who can be contacted regarding any issues.
- Have a safeguarding committee who meet 3 times per year.
- Review our policy and practices annually or when legislation changes.

To achieve a safe environment, we will:

- Ensure the welfare and safety of children is paramount in all our activities.
- Listen to children and take account of what they tell us in making decisions about them.
- Take all reasonable steps to protect children from harm, discrimination, and degrading treatment.
- Practice with respect for children's rights, wishes and feelings.
- Regularly assess and review safety risks which arise from premises, activities, equipment and travel arrangements.
- Expect organisations and individuals who wish to hire Northern Ballet studios to comply with Northern Ballet's Safeguarding Policy.

To achieve safe processes, we will:

- Take all suspicions and allegations of abuse, from inside or outside the organisation, seriously, and respond to them promptly and appropriately.
- Be clear about everyone's roles and responsibilities.
- Implement safeguarding procedures that are compliant with the expectations of the Leeds Safeguarding Children Partnership arrangements.
- Follow government guidance as set out in the document 'Working Together to Safeguard Children 2018' and amending company procedures where appropriate.
- Have in place clear arrangements for how we would respond to concerns about how we implement safeguarding in practice within the organisation.

To achieve safe staff, we will:

- Recruit staff with regard to their suitability for work with children, including use of enhanced Disclosure and Barring Service checks.
- Provide staff with guidance and training in their safeguarding role, and ensure they have access to our policies and procedures.
- Make sure everyone has access to advice on safeguarding in the course of their work.
- Be clear with everyone what their individual role and responsibility is in safeguarding.
- Support staff to carry out their role with appropriate supervision.

To achieve safe information, we will:

- Be clear with children, staff and guardians how the things they tell us will be used.
- Communicate promptly and clearly within Northern Ballet and with external agencies, following the requirements of information and sharing protocols with the Leeds Safeguarding Children Partnership.
- Keep good records of our work with children and of our management of staff's work.
- Hold children's information in alignment with GDPR guidelines.

2a. What Is Abuse?

Abuse can take many different forms and generally involves elements of a power imbalance. Abuse can be a single incident or a series of ongoing events that cause harm or distress or fail to protect someone from harm.

Recognising abuse is not easy, however Northern Ballet does not consider it the staff members' responsibility to decide whether or not abuse has taken place. If staff have any anxieties or concerns with regards to a possible case of abuse, it is essential that they report this using Northern Ballet's [procedures form in Appendix A](#), and then let the appropriate bodies investigate. This applies regardless of whether the concern relates to the behaviour of another staff member, a child or adult at risk, or the possibility that the abuse might be taking place at home or elsewhere. There has been growing awareness that abuse can take many forms.

There are many recognised types of child abuse and the four main types are:

Physical

Including hitting, shaking, throwing, scalding, drowning, suffocating and burning or otherwise harming a child. Failure to act to protect a child is also considered to be physical abuse.

In our work, this could involve:

- inappropriate touching
- over training or dangerous training
- failure to assess physical limits or pre-existing injuries or medical conditions
- failure to notice an injury done during class and administer appropriate first aid care
- administering, condoning or failure to intervene in drug use.

Emotional

The persistent emotional ill treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. This can include making a child feel worthless, unloved or inadequate, often causing children to feel frightened or in danger.

In our work, this could involve:

- exposing children to humiliating, taunting or aggressive behaviour or tone
- demeaning children's efforts by continuous negative feedback
- failure to intervene where a child's self-confidence and worth are challenged or undermined

Sexual

Involves forcing or enticing a child to take part in sexual activities whether or not the child is aware of what is happening. The activities may involve physical contact and non-contact activities such as involving children in looking at pornographic material or watching sexual activities or encouraging children to behave in inappropriate ways.

In our work, this could involve:

- inappropriate touching
- provocative choreography
- creating opportunities to access children's bodies

Neglect

Is the persistent failure to meet a child's basic physical and psychological needs, likely to result in the serious impairment of the child's health or development. It may involve a guardian failing to provide adequate food, shelter and clothing, failure to protect a child from physical harm or danger, or the failure to ensure access to appropriate medical treatment.

In our work, this could involve:

- exposing children to unnecessary cold or heat
- exposing children to unhygienic conditions, lack of food, water or medical care
- non-intervention in bullying or taunting
- consistently and continually failing to acknowledge, address and teach a child in and outside the classroom

There are many other types of abuse listed below, and more information can be found [here](#).

- Bullying and cyber-bullying
- Child sexual exploitation
- Child-trafficking
- County lines and protecting children from exploitation
- Criminal exploitation and gangs
- Domestic abuse
- Female genital mutilation
- Grooming
- Non-recent abuse
- Online abuse

3. Reporting a Concern

Abuse may become apparent in a number of ways:

- Through observation
- A disclosure
- A third party may have reported an incident, or may have a strong suspicion
- You may have a suspicion
- You (a child or young person) may have been abused

If you have a concern regarding a child or someone reports a concern to you regarding a child, you should either:

1. ring 0113 220 8000 and ask to speak to a DSL or DSO
2. speak directly with a DSL or DSO
 - a. a child or young person may speak to a member of the student support team, a programme manager, or their teacher
3. complete an online [Cause For Concern Form](#)
4. if you believe a child is in immediate danger and at risk of harm, call the police on 999, then report to the DSL.

Information will be passed to a DSL (unless the concern relates to the DSL) who will safely store the information and decide the next steps. You can ask for an update on your concern but may not know the final outcomes.

4. Responding to a Disclosure

If a child discloses information to you

1. Listen & re-assure
2. Record
3. Involve the DSL

1. Listen and Reassure

Do

- **Stay calm** – do not rush into inappropriate action.
- **Reassure the child** – that they are not to blame and confirm that you know how difficult it must be to confide.
- **Listen** – to what the child says and show that you take them seriously.
- **Keep questions to a minimum** – use open ended questions, i.e. those where more than a yes/no response is required. If necessary, repeat their statement back to them in question form to instigate more conversation. The law is very strict and child abuse cases have been dismissed if it appears that the child has been led or words and ideas have been suggested.
- **Ensure that you clearly understand what the child has said** so that you can record the conversation accurately.
- **Ensure the child understands what will happen next** and they are emotionally and physically able to return to the studio/class.
- **Maintain confidentiality**

Do Not

- **Panic**
- **Make promises you can't keep** by explaining that you are not able to keep secrets and may have to tell other people in order to stop what is happening whilst maintaining maximum possible confidentiality
- **Make the child repeat the story unnecessarily**
- **Delay**

2. Record

[Complete a Cause for Concern incident report form](#) without delay with as much accurate detail as possible. Send the Cause for Concern Form to DSL@northernballet.com.

3. Involve the Appropriate People

Disclosures must be reported to a DSL immediately so a decision can be made as to the most appropriate course of action. If the concern involves a DSL, it should be reported to the Executive Director.

The DSL will assess the disclosure and if they suspect that a child is being or is at risk of being significantly harmed, they must report this immediately to the Leeds Safeguarding Children's Partnership.

If the child is in immediate danger, call 999 and speak to the police, providing them with as much details as possible, and follow their instructions. You should then inform the DSL as soon as possible.

5. The Management of Allegations Against Staff

Keeping Children Safe in Education defines an allegation as follows:

"... all cases in which it is alleged that a teacher or member of staff (including volunteers) in a school or college that provides education for children under 18 years of age has:

- behaved in a way that has harmed a child, or may have harmed a child;
- possibly committed a criminal offence against or related to a child; or
- behaved towards a child or children in a way that indicates he or she would pose a risk of harm to children.

It is essential that any allegation of abuse made against a member of staff is dealt with very quickly, in a fair and consistent way, providing effective protection for the child and at the same time, support the person who is the subject of the allegation."

As an employer, Northern Ballet has a duty of care to its staff. Therefore, it will ensure that effective support is provided for anyone facing an allegation. Suspension is not an automatic response to an allegation and Northern Ballet will respond proportionately to them in order to manage risk and provide appropriate support.

All matters involving allegations against staff should be reported using the Cause for Concern Form and emailed directly to DSL@northernballet.com. If the allegation is related to one of the Designated Safeguarding Leads, the Cause for Concern Form should be sent for the attention of the Executive Director to HRAdmin@northernballet.com.

6. Safe Recruitment

It is vital that we employ the best staff at Northern Ballet. All staff need to have characteristics and values that make them safe and suitable to work with children. This applies to everyone who works with children and young people on behalf of Northern Ballet.

We ensure every person working with children and young people is safe by:

- Ensuring prospective staff are subject to criminal record checks (Disclosure Barring Service) and self-declaration.
- Conducting face to face interviews with all short-listed applicants.
- Ensure that specific safeguarding questions are included in all interviews, with answers reviewed by a staff member who has completed Safer Recruitment training, and to ensure a log is kept of safe recruitment questions.
- Verifying applicants' qualifications and experience.
- Gaining references from previous employers.
- Providing staff with an induction to their role (including safeguarding policies and procedures) and accredited safeguarding training where necessary.
- Ensuring all staff complete a probationary period.

For more information, please see [Appendix d, Northern Ballet's Safer Recruitment Policy](#).

7. Our Safeguarding Team

All staff who work directly with children at Northern Ballet are trained to respond to safeguarding issues. We also have a dedicated team: The Safeguarding Committee. Designated Safeguarding Leads and Officers receive specialist training through the NSPCC to ensure they are equipped and confident in their role to safeguard children– this includes ongoing training for staff.

The Safeguarding Committee

Board Level member

- Imogen Knight

Director Level Member & Designated Safeguarding Lead

- Leanne Kirkham - Director of Learning

Designated Safeguarding Lead

- Annemarie Donoghue – Head of Post-Graduate and Associate Programmes

Designated Safeguarding Officers

- Emma Rodriguez-Saona – Head of Academy (Maternity leave Oct 2026-Sep 2027)

Administration

- Sam Moore – Head of Learning
- Lyndsey Parkinson – Company Manager

Safeguarding Champions

- Will Dawson - Head Receptionist
- Martin Smith - Studio Technical Manager
- All members of the Learning team
- All members of the Academy team
- All members of the Pastoral team

8. Policy Monitoring

Designated Safeguarding Leads are responsible for the writing, monitoring, and evaluation of Northern Ballet's Safeguarding policies and procedures by:

- Keeping records of cases brought and their outcomes.
- Regularly monitoring the implementation of safeguarding policies and procedures.
- Learning from practical case experience to inform policy review and changes to safeguarding procedures.
- Accepting comments from participants, parents/carers and staff around the use of Safeguarding policies and procedures.
- Consulting participants, parents/carers, staff and organisations to improve the policy and procedures.
- Updating policies and procedures annually or when legislation changes.

Cause for Concern Form

All concerns must be recorded, and a Designated Safeguarding Lead must be informed. Any situation where a child, young person or adult at risk might be at immediate risk of harm should be reported to a DSL immediately and the police should be notified. Where a child, young person or adult at risk is not at immediate risk of harm, this form should be completed and passed to a DSL at the end of the class/as soon as possible.

Please email the completed form to dsl@northernballet.com. This is a confidential inbox; Designated Safeguarding Leads are the only people with access to this inbox. If your concern relates to a DSL, you can give the form directly to another DSL or to the Executive Director. The DSL inbox is checked daily.

Participant's name and any support needs:	DoB: <i>If known</i>	Teacher/Programme Manager at the time of incident:
Date:	Time (of writing this record):	
Name of person completing this form (please print):		
Job title in relation to participant:		
Reason(s) for recording the incident/concern (headline):		
Record the following factually: <u>When</u> (date & time of incident or concern arising)? <u>Where</u> did your concerns arise? <u>Who else</u> – were any other children, adults or staff present? <u>What</u> exactly did you see/hear/smell that raised your concern? Please record any direct disclosures/comments using the person's exact words in quotation marks.		
NB if additional pages are used, these must be attached securely to this form		
Professional opinion:		

Your professional opinions, impressions and worries are important. Facts should be recorded in the box above but please record your opinions, impressions and worries here and state what has led you to form them (e.g. something you have noticed, feel or suspect).

Immediate action following the disclosure for the child/adult:

(e.g. went back to lesson, was collected by guardian/carers, went home).

Action taken, including names of everyone spoken to about the incident/concern:

Name of Designated Safeguarding Lead this form was passed to:

Date and time incident/concern was shared with Designated Safeguarding Lead:

Please check to make sure your report is clear; and will be clear to someone else reading it next year

NOW PASS THIS FORM TO YOUR DESIGNATED SAFEGUARDING LEAD FOR COMPLETION OVERLEAF *(NB by end of the working day at the latest if the person is not at immediate risk of harm)*

Following sections to be completed by Designated Safeguarding Lead

Time & date information received by DSL and from whom:	
Any advice sought by DSL (date, time, role, organisation & advice given):	
DSL's analysis of presenting issues/concerns and advice received:	
Action taken (referral to or consultation with Leeds Safeguarding Partnership). If decision not to refer, please state reason: Note time/date/names/who information shared with etc.	
Outcome: Include names of individuals/agencies who have given you information regarding outcome of any referral (if made)	
Carer/Guardian informed (if applicable) Yes/no – reason if no:	
Where can additional information regarding the child/adult/ incident be found?: (e.g. personal file, serious incident book)	
Signed:	
Name:	
Date:	

Date and time member of staff submitting this form received feedback about action taken from DSL	Date:	Time:
What was shared:		

Date and time that a response was given to the child/adult	Date:	Time:
What was shared:		

Safeguarding Code of Conduct for all Northern Ballet staff

This code of conduct is expected of all Northern Ballet staff when they are interacting with children, or adults at risk in any capacity on behalf of the Company.

1. Always prioritise the safety and wellbeing of the child / adult at risk.
2. Always act within professional boundaries - ensure all contact with children / adults at risk is essential to the programme / project / activity / performance you are working on.
3. Remember they are children/adults at risk first, and dancers or participants second.
4. Never give out your personal contact details, ask children for their personal details and do not 'friend' or 'follow' children you are working with on social networking sites.
5. Do not assume sole responsibility for a child and only take on practical caring responsibilities such as taking a child or adult at risk to the toilet in an emergency. If a child or adult at risk needs care, alert the teacher, guardian, or chaperone.
6. Never lose sight of the fact that you are with and around children/adults at risk - behave appropriately and use appropriate language at all times.
7. Listen to and respect children and adults at risk at all times, don't patronise them and avoid favouritism.
8. Treat children and adults at risk fairly and without prejudice or discrimination.
9. If you observe children or adults at risk engaging in bullying behaviour or other behaviour that may put them, or another person at risk, you must report it to the Designated Safeguarding Lead / Officer or Chaperone.
10. Ultimately, if you have any concerns about the welfare of a child or adult at risk, or feel someone is behaving inappropriately around children or adults at risk, you have a duty to report your concern to the Designated Safeguarding Lead/Officer.

Designated Safeguarding Leads:

- Leanne Kirkham
- Annemarie Donoghue

Designated Safeguarding Officers:

- Emma Rodriguez-Saona (Maternity Leave Oct 2026 – September 2027)
- Sam Moore
- Lyndsey Parkinson (On tour)

Failure to follow this code of conduct will result in disciplinary action.

Safeguarding Code of Conduct for Northern Ballet Staff Working Closely With Children and Adults At Risk

We will endeavour to ensure that everyone in our care is protected from physical, sexual and emotional abuse or neglect. We will not tolerate racism, sexism, bullying, homophobic remarks or behaviour, sectarianism or any form of discrimination towards disabled people and minority groups.

Staff will

- Create a safe and enjoyable environment.
- Treat all participants equally, with respect and dignity and put their welfare and safety first.
- Provide an example of good conduct for others to follow that includes:
 - being polite and respectful of others
 - using appropriate and inoffensive language
 - carrying out duties with professionalism, and care for others, and for the environment and premises.
- Give enthusiastic and constructive feedback, not negative criticism.
- Challenge unacceptable behaviour using the various policies, and policy annexes.
- Take time to listen to participants' views and take these on board in any relevant decision-making process.
- Complete a written report of any injury on site, together with any subsequent treatment if relevant in the appropriate forms (available on the staff intranet).
- Respect everyone's right to personal privacy and encourage them to feel comfortable.
- At all times, adhere to the [Appropriate Physical Contact Statement](#).
- Always maintain visibility and openness (publicly) when working with children and adults at risk, particularly during one-to-one situations.
- Use the disabled toilets when children are in the building or use a toilet on another level.
- Report all allegations/suspensions of abuse to a Designated Safeguarding Lead using the [Cause for Concern form](#).

Staff will not:

- Show favouritism to any individual.
- Take images or film students using their own personal equipment.

- Use their personal mobile phone/technology when with students, unless it is to play music for a class.
- Friend or follow any students on social media sites.
- Use attention-seeking behaviour/make suggestive or derogatory remarks or gestures.
- Tolerate or condone bullying in any form.
- Have inappropriate physical or verbal contact with any participants.
- Do anything of a personal nature for a child or adult at risk if they can do it themselves.
- Make sexually suggestive comments.
- Meet with children or adults at risk outside of classes, events, and meetings organised by Northern Ballet.
- Take children or adults at risk alone in a car on journeys, however short, without the express permission of guardians/carers and a Northern Ballet DSL. If it is essential, business insurance is required.
- Let allegations made by a child or adult at risk go without being recorded.
- Deter children or adults at risk from making allegations.
- Abuse any position/relationship of trust.

Failure to follow this code of conduct will result in disciplinary action.

Student Code of Conduct

Northern Ballet aims to create a positive, friendly and happy environment for children to dance and learn in, that fosters good relationships, encourages effective learning for all and creates the opportunity for all students to thrive, enjoy dancing, improve their technique, and gain resilience and confidence.

All Students will:

- Act in a considerate and courteous manner to staff and fellow students at all times.
- Avoid aggressive or bullying behaviour.
- Provide an example of good conduct for others to follow that includes:
 - being polite and respectful of others
 - using appropriate and inoffensive verbal and physical language
 - participate in classes with professionalism, care for others, and respect for the environment and premises.
- Respect each other's right to personal privacy.
- Apply themselves in class, listen and pay attention, take corrections and try hard the first time.
- Be accepting of and open to expectations with regards to individual training and be willing to accept constructive criticism or correction.
- Develop resilience to adverse situations
- Take responsibility for their own actions.
- Put their point of view across sensibly and sensitively.
- Speak with their teacher if they have any questions or concerns regarding class work.
- Speak with any member of staff if they have concerns relating to issues with other students or issues away from their class work.
- Inform members of Student Support and teachers of any injury or illness prior to the beginning of class or immediately during class. It is the student's responsibility to stop, notify the teacher and seek help.
- Do any assigned homework and practice corrections at home.
- Arrive no later than 10 mins prior to the published class time for registration, ensure you sign in and out of the building.
- Wear the correct uniform and have all necessary equipment with you.
- Travel around the building with a member of the student support team and inform both their teacher and student support staff if they need to leave early or be elsewhere in the building.

All students will not:

- Use their mobile phone/technology during their time at Northern Ballet except for emergency calls to guardians.
- Use any equipment or sets in the studios without supervision from your teacher.
- Use the lift without supervision.
- Eat or drink anything other than water in the studios.
- Run or shout in either the corridors or studio spaces unless instructed to by a member of staff.
- Lean over the barriers looking over the atrium on each floor.

Dealing with incidents

Northern Ballet reserves the right to take action if we consider that any individual is not acting in an appropriate manner or complying with the above terms.

- Any incidents relating to unacceptable behaviour should be reported directly to the Programme Manager
- Incidents will be recorded on a secure system which is in line with current GDPR guidelines
- Dependant on individual cases Northern Ballet will carry out a full investigation into any incidents concerning behaviour that does not meet the principles outlined in this Code of Conduct, resulting in an appropriate course of action which may include one or more of the following:
 - a) A student being temporarily removed from their class and being asked to observe an alternative class
 - b) A meeting with students/guardian with the appropriate Programme Manager to discuss the issues raised
 - c) A verbal warning
 - d) An email/formal written warning should it be decided that there has been enough evidence to suggest behaviour falls short of adhering to the Student Code of Conduct
 - e) A Positive Behaviour Agreement, based on discussions with the student/guardian may be put in place
 - f) Internal exclusion from classes
 - g) Permanent exclusion following a thorough investigation carried out by the Designated Safeguarding Lead/s, in conjunction with support from Northern Ballet's Directors. All exclusions must be approved by the Artistic Director and a Board Level Representative.

Corporal Punishment is never used at Northern Ballet in any circumstances.

Bullying

Northern Ballet takes issues around bullying extremely seriously and will deal with any such issues using the full possible range of actions outlined in this policy, up to and including permanent exclusion.

Bullying is discussed in the [Anti-Bullying Policy, Appendix e](#).

Complaints Procedure

Any person wishing to complain about any issue dealt with under the Student Code of Conduct should report concerns to the Programme Manager or the Designated Safeguarding Leads.

Equalities

Northern Ballet has a duty to ensure that all students are treated fairly, in line with the Equalities Act 2010. Where a student has an identified disability or another factor that should be taken into account, such as a mental health problem, this will be given due and appropriate regard when assessing an incidence of poor behaviour. No student will be sanctioned when their behaviour is the result of a disability, mental health problem or other protected characteristic. However, there may be occasions where actions need to be taken to assure the safety of the individual concerned or the wider community; this may include creating a bespoke behavioural contract which specifically details expected behaviour and the support package in place.

Safe Recruitment at Northern Ballet

Northern Ballet is committed to providing the best possible experiences to its' participants and to ensure they are safe when engaging with us. In order to achieve this, is it of fundamental importance to attract, recruit and retain staff of the highest calibre who share this commitment.

The aims of Northern Ballet's Safe Recruitment policy are:

- To ensure that the best possible staff are recruited on the basis of their merits, abilities and suitability for the position which includes their attitudes towards safeguarding and their ability to work with children and young people in a way which promotes the safety and welfare of children.
- To ensure that all job applicants are considered equally and consistently.
- To ensure that no job applicant is treated unfairly in reference to any protected characteristic under the Equality Act (2010).
- To ensure compliance with all relevant legislation, recommendations and guidance.
- To ensure we meet our commitment to safeguarding and promoting the welfare of children by carrying out all necessary pre-employment checks.

Everyone who is involved in the recruitment and selection of staff is responsible for familiarising themselves and complying with the provisions of this policy.

Staff Recruitment and Selection Procedure

1. Vacancies will be advertised in a variety of media and on Northern Ballet's website, accompanied by a Job Description with a Personal Specification. Discretion not to advertise, or to advertise to internal candidates only might be exercised in exceptional circumstances.
2. Prospective applicants should submit a CV and a covering letter, stating their interest in, and outlining their suitability for the role. Should there be any gaps in academic or employment history, a satisfactory explanation must be provided.
3. The panel will shortlist applicants against set criteria based on the Job Description and the Person Specification. We are a disability confident employer, therefore where an applicant has identified as disabled and meets the minimum requirements for the role, an interview will be offered and any additional support required will be provided.
4. Those shortlisted will be invited to attend an interview which may include a panel interview, one-to-one, tests, presentations and class teaching/observation. All shortlisted applicants will be questioned at interview about their suitability to work with children.

5. Notes of the interview, test scores and classes will be recorded. All applicants will be asked the same questions including questions about their motivations to work with children and young people.
6. The decision to appoint will be made by at least two members of staff. At least one person on any recruitment panel has undertaken safer recruitment training.

Pre-Employment Checks

Any offer of employment will be conditional on the agreement of a mutually acceptable start date and the signing of a contract incorporating Northern Ballet's standard terms and conditions of employment, and the following checks being completed satisfactorily. In addition to the checks set out below, Northern Ballet reserves the right to obtain such formal or informal background information about an applicant as is reasonable in the circumstances to determine whether they are suitable to work at Northern Ballet. In fulfilling its obligations, Northern Ballet does not discriminate on the grounds of any protected characteristics.

1. Verification of identity, address, right to work in the UK and qualifications
 - Applicants will be required to provide acceptable original documents demonstrating their right to work in the UK, as per government guidance.
 - Manual three step identity checks are made against official documentation such as a passport, or other items deemed acceptable by the Employer's Guide to Right to Work Checks.
 - At least one of the documents must show the applicant's current address.
 - Shortlisted applicants will be asked to provide documents confirming any educational or professional qualifications relevant to the role referred to in their application form.
 - Where an applicant claims to have changed their name by any means, they will be required to show documentary evidence of that change.
 - Proof of date of birth is necessary so that Northern Ballet may verify the identity of, and check for any unexplained discrepancies in the employment and education history of all applicants. Northern Ballet does not discriminate on the grounds of age.
2. REFERENCES
 - We ask for references only after an offer of employment has been made.
 - A minimum of two references will be sought, one of which must be from the applicant's current or most recent employer.
 - If the most recent employment does/did not involve work with children, the second reference should be from an employer with whom the applicant most recently worked with children (if applicable).
 - Neither referee should be a relative or solely a friend.
 - All referees will be sent the job description for the role and asked whether they believe the applicant is suitable for the role and whether they have any reason to believe that they would be unsuitable to work with children.

- If the referee is a current or previous employer, they will also be asked to confirm:
 - the applicant's dates of employment, job title/duties, performance, and disciplinary record.
 - whether any allegations or concerns have been raised about the applicant that relate to the safety and welfare of children or young people or behaviour towards children or young people, except where the allegation or concerns were found to be false, unsubstantiated or malicious.
- Northern Ballet will only accept references obtained directly from the referee and will not rely on open testimonials or references or those provided by the applicant.
- Northern Ballet will compare all references with information on the application form and will take up any discrepancies with the applicant before any appointment is confirmed.
- Northern Ballet will carefully consider any information about past disciplinary action or allegations that are disclosed when considering the applicants' suitability for the role.
- Northern Ballet will make telephone contact with any referee to verify the details of the written reference provided.

3. DISCLOSURE AND BARRING SERVICE

- Northern Ballet must apply for a disclosure from the Disclosure and Barring Service (DBS) in respect of all relevant prospective staff members. The level of check will be determined by the role and its potential for access to children.
- Freelancers are expected to hold a DBS, registered with the update service and must agree to providing their full name and date of birth to Northern Ballet to check the certificate.

4. REFERRALS TO THE DBS

- Northern Ballet has a legal duty to make a referral to the DBS in prescribed circumstances where an individual:
 - has applied for a position at Northern Ballet despite being barred from working with children,
 - has been removed by Northern Ballet from working with children (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, a child; or
 - Northern Ballet becomes aware that an ex-employee has fulfilled either of the above criteria.

Student Anti-Bullying Policy

Northern Ballet is committed to providing a caring, friendly and safe environment for all our students so they can enjoy dancing and learning in a relaxed and secure atmosphere free from oppression, fear and abuse. We do not tolerate bullying in any form and to safeguard students and staff against incidents of bullying Northern Ballet will:

- Ensure concerns are heard and managed
- Ensure all staff deal with incidents of bullying, including cyber-bullying, in an effective, prompt and appropriate manner
- Support all staff through training and CPD, in developing the skills necessary to deal with incidents of bullying
- Ensure effective communication with all key parties: students/staff/guardians when identifying and dealing with bullying and ensure effective communication
- Ensure all incidents of bullying are accurately recorded
- Promote the emotional health and wellbeing of all students

What is Bullying?

“Bullying behaviour abuses an imbalance of power to repeatedly and intentionally cause emotional or physical harm to another person or group of people. Isolated instances of hurtful behaviour, teasing or arguments between individuals would not be seen as bullying” (Torfaen definition 2008)

Bullying generally takes one of four forms:

- **Physical:** pushing, kicking, hitting, punching, slapping or any form of violence
- **Verbal:** name-calling, teasing, threats, sarcasm
- **Cyber-bullying:** all areas of internet misuse, such as nasty and/or threatening emails, misuse of blogs, gaming websites, social media platforms, internet chat rooms and instant messaging. Mobile threats by text messaging & calls. Misuse of associated technology, i.e. camera and video facilities
- **Indirectly being unfriendly:** spreading rumours, excluding, tormenting (e.g. hiding bags or books).

Although not an exhaustive list, common examples of bullying include:

- Racial bullying
- Homophobic bullying
- Bullying based on disability, ability, gender, appearance or circumstance

Consequences of Bullying

Bullying is an anti-social behaviour and affects everyone involved. All students, staff and guardians are encouraged to inform Northern Ballet should they feel victim of or witness to bullying behaviour. On disclosure of any information the Company will act promptly and efficiently to ensure effective action will be taken.

The Company will always support victims of bullying. Where possible and appropriate we will also support bullies to change their ways. However, the issue of paramount importance will remain the safety of all students.

It is likely that most incidents of bullying can and will be dealt with using the Company's 'Codes of Conduct' for both staff and students. Guardians retain the right to involve the police should they wish to do so; whilst bullying is not in itself a specific criminal offence in the UK, some types of harassing or threatening behaviour are.

The Children Act 2004 states that bullying should be treated as a child protection concern when there is 'reasonable cause to suspect that a child is suffering, or is likely to suffer, significant harm.' In such an instance Northern Ballet will, if appropriate, involve Leeds Children's Safeguarding Partnership

The Equalities Act 2010 also gives specific protection to people who are victimised because of specific characteristics – it covers age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation. The Company is committed to protecting all members from harassment or bullying in line with this legislation.

The following steps may be taken by the Company when dealing with incidents:

- If bullying is suspected or reported, the incident will be recorded immediately by the member of staff who has been approached
- A clear and precise account of the incident will be given to a Designated Safeguarding Lead
- A Designated Safeguarding Lead and/or appropriate Programme Manager will interview all concerned parties and will record the incident
- Guardians will be informed of any incidents that directly relate to their child and invited to meet with the Designated Safeguarding Lead and/or appropriate Programme Manager
- Punitive measures, in line with the Company's Code of Conduct and disciplinary procedures will be used as appropriate
- If necessary and appropriate, police will be consulted

Student support

Pupils who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with a member of staff
- Reassuring the pupil
- Offering continuous support
- Restoring self-esteem and confidence

Pupils who have bullied will be supported by:

- Discussing what happened
- Discovering why the pupil became involved
- Establishing the wrongdoing and the need to change
- Informing guardians to help change the attitude and behaviour of the child

Signs and Symptoms

Many children and young people do not speak out when being bullied and may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and should investigate if a child:

- Shows a sudden and uncharacteristic fear of attending classes
- Noticeable changes to their usual routine
- Begins to truant
- Becomes withdrawn anxious, or lacking in confidence
- Starts stammering
- Attempts or threatens suicide or runs away
- Uses excuses to miss classes (headache, stomach ache etc)
- Begins to suffer either in classes or academically
- Comes home with damaged belongings or has belongings which 'go missing'
- Asks for money or starts stealing money (to pay bully)
- Has unexplained cuts or bruises or shows signs of being in a fight
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Changes their eating habits (stops eating or over eats)
- Goes to bed earlier than usual
- Is unable to sleep
- Cries themselves to sleep at night or has nightmares
- Appears frightened to say what's wrong
- Gives unlikely excuses for any of the above
- Is afraid or reluctant to use the internet or mobile phone
- Is nervous and jumpy when a text message or email is received

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should always be investigated.

Appropriate Physical Contact Statement and Safe Touch Guidelines

Ballet is a physical activity involving contact with other dancers, especially when performing and learning pas de deux. In order to safely teach ballet to young dancers, appropriate physical contact between teacher/pupil and pupil/pupil will occur. This is in order to demonstrate correct placement, show the correct placement of the hands for lifting, and to help a student to feel a correct position of a limb to avoid injury if a move is incorrectly performed.

We recognise that touch, whilst essential, can sometimes be misinterpreted and the below guidelines are in place to safeguard staff and children.

- All student handbooks will include this statement, so that children and guardians are aware of our guidelines
- Dancers are often tactile, due to the close proximity of their working relationships in the studio. However, all participants and staff should be aware that close physical contact whilst common in training and rehearsal environments, should not continue when outside of the studio, without consent.
- Teachers will initially use description and imagery to help students feel a movement and use touch to help with correction only if the imagery isn't helping.
- All physical contact will be consensual between tutors and students, and/or peers.
- Touch will be accompanied by verbal instruction and will never be a surprise to the student.
- Physical contact will always be treated with due sensitivity and care.
- When using touch to correct a student's placement, teachers will use a finger/s or palm of hand and may touch a pupil's rib cage, thigh, back, buttock, arm, hand, foot.
- When using touch to help a student who is at risk of falling/injury teachers will touch with their hands.
- When a teacher is using touch, they will do this with knowledge of that individual student's needs and with respect for individual boundaries.
- If a student feels uncomfortable regarding appropriate touch, we encourage them to talk with their teacher.
- Students are entitled to withdraw their consent for touch at any time, but this must be clearly communicated with staff and/or peers.
- Participants should always ensure they are dressed appropriately for the dance activity, and following uniform guidance. Please be sure to avoid exposed skin on the torso in particular.

- If a student feels any touch is inappropriate, we encourage them to speak with a DSL.

Attendance, Punctuality and Lateness

As we monitor attendance as a safeguarding indicator, it is imperative that we are made aware of any absences, or lateness, to ensure our records and student management is up to date.

If a child has been missing from two or more sessions without prior notification and/or approval, our Safeguarding team will endeavour to make contact with the child's guardian to ensure the child's safety, or to discuss any reasons that the child may not be attending. If we cannot make contact with the guardian, the second emergency contact (where available) will be contacted. If we still cannot make contact to ensure the child is safe and well, we will make contact with the DSL at the child's academic school. Where the child in question is home-schooled, or has left full-time education, the relevant Children's Safeguarding Partnership will be contacted.

Northern Ballet has students training with us on a weekly basis who travel long distances to class; we therefore recognise that on occasion a student may be delayed in arriving. To ensure we can raise a concern as soon as possible, it is of the utmost importance that we are informed of any late arrivals, so we can let guardians know if a child has not arrived at class as expected.

If you or your child is aware that they will be delayed, please call ahead to our reception team on 0113 220 8000 so that we know to expect your child late. Similarly, if you are delayed collecting your child from class please call to notify us. Please note that there is a charge of £5 for every 15 mins you are delayed to collect your child after the initial 15-minute period following their class finish time.

A dance student entering the studio up to 10 mins late may be able to join in their class depending on the activity taking place and this is at their teacher's discretion, although in most cases will be asked to observe the class. This is for the protection of the child to avoid injury from insufficient warm up and preparation.

Policy For the Prevention, Identification and Action on Disorder Eating

Written by Sanna Nordin in consultation with representatives from all CATs Approved September 2009 - edited by Annemarie Donoghue and Dillan Potts December 2024.

Northern Ballet recognises that eating disorders and disordered eating is more common in dance than in the general population, and that the dance environment can sometimes be a high-risk one for individuals. Disordered eating may also be unrelated to dance performance, and a combination of factors is often the cause. Nevertheless, we see prevention, identification, and positive action around disordered eating as part of our remit because it is both unhealthy and dangerous to allow problems to go undetected, however they may have arisen. Overall, we know that dance training can, and should be, a positive and healthy experience for all. It is therefore our goal to work toward the promotion of healthy dancers and positive body image alongside, and as a part of, our artistic and technical goals.

The aim of this policy is to:

- Make clear the stance that Northern Ballet take on disordered eating.
- Aid prevention, so that disordered eating can be avoided wherever possible.
- Facilitate identification, so that participants with disordered eating can be identified early and as accurately as possible.
- Support positive action when disordered eating does occur.

As part of our commitment to this policy, we work to ensure that:

- If a staff member, individual, or carer is concerned about the weight of a dancer this must be communicated to a DSL or DSO. Dancers will not be commented on as being over or underweight, we will focus on the aim of a classical physique. They will only be advised to adjust their weight or diet if it appears that their health is at risk or prior to audition to help them gain a contract of work or place in a school. Only nominated staff along with Designated Safeguarding Leads will directly discuss concerns about under or overeating directly with a participant and where applicable their carer. Advice will be within the framework of this policy and take place in an appropriate setting.
- Any dancer seeking to adjust their weight will be given knowledgeable, evidence-based advice regarding healthy eating and weight change. Regular meetings will be offered and if necessary, they will be referred to a nutritionist, doctor, or dietician. Changes should be closely monitored and recorded by the participant or carer.

- All dancers training intensively with the Academy of Northern Ballet receive yearly guidance on healthy eating and lifestyle choices.
- Dancers with a suspected eating disorder will not be blamed or punished. Instead, they will be supported both within the Company and in the seeking of outside help (e.g., GP referral).

Terminology

Many terms are related to this policy, including disordered eating, eating disorders, anorexia nervosa, bulimia nervosa, overeating, binge eating, eating problems, and others.

Eating disorders

Eating disorders (such as, anorexia nervosa, bulimia nervosa, avoidance/restrictive intake disorder and binge eating disorder) manifests itself in dietary behaviours. However, it is a psychiatric diagnosis and falls within the diagnostic and statistical manual of mental disorders (DSM). Therefore, are clinical problems that only a trained professional (such as a psychologist or psychiatrist) can diagnose and treat.

Disordered eating

Disordered eating is a broader term, describing problems that may not qualify as clinical eating disorders. They are less serious, and more people will have disordered eating than full eating disorders. However, people will usually develop disordered eating before eating disorders. For example, a dancer who previously had a good relationship with food may develop disordered eating as a result of an upsetting event like being bullied for the way they look or a stressful event like moving schools or house, unless this disordered eating is tackled, it may develop into an eating disorder. Many individuals also suffer from disordered eating even if they do not have a diagnosed eating disorder.

Disordered eating is therefore a warning sign that we want to take seriously and consequently, this policy focuses on reducing the risk of, and support with, disordered eating rather than with eating disorders alone.

Prevention

The Company aim to help prevent disordered eating by:

- Encouraging an atmosphere of supportive openness where it is recognised that dancers sometimes struggle with food and eating, but dancers can feel sure that they will get support if problems do occur, and where people know where to find help if they have any concerns. The nominated [staff & safeguarding staff](#) have attended training in understanding eating disorders. With Beat and CAMHS.

- Providing all students with evidence-based education from qualified personnel (nutritionist and/or dietician) on nutrition strategies to optimise health, performance and behaviours.
- Promoting healthy eating through the provision of adequate breaks for re-fuelling and hydration; encouraging students to take onboard enough fluids before, during and after dancing; and, where possible, try to ensure that healthy foods are available to buy. Where this is not possible, students will be encouraged to bring their own healthy lunches, or similar.
- Ensuring those students studying on the CAT & Graduate Programmes are given yearly guidance, talks & homework packages to raise awareness and give information about healthy eating, healthy lifestyles and where necessary related issues such as disordered eating and the importance of this for their fitness and injury prevention. This can be delivered by an outside professional with experience in the area and by the staff during study sessions and mentor meetings.
- Having this disordered eating policy available to all students, their guardians and Northern Ballet staff.
- Where possible, refrain from adding to external pressures of unrealistic body weight and image.
- Ensuring that all staff provide consistent messages about healthy eating, disordered eating, and related issues through internal staff training.

Identification

All staff, students and guardians are important in helping with the identification of disordered eating. It is valuable for everyone to have a basic level of awareness of disordered eating and for them to feel confident that the reporting of any suspected problems will be dealt with sensitively and professionally.

All concerns should be written on a Cause for Concern form and handed to a Designated Safeguarding Lead.

Confidentiality

Because disordered eating is sometimes related to perceived performance pressures in dance, teachers/tutors will not be involved “by default”. Instead, it is the job of the Designated Safeguarding Leads to receive reports of any worries, referrals from staff and deal with the necessary one-to-one meetings with students and guardians (where appropriate). It may be appropriate to also involve a health professional. Although we will respect confidentiality as far as possible, the matter will need to be shared between the student, their guardian (if under 18), the Designated Safeguarding Lead and relevant staff (e.g. those teaching the dancer or Programme Manager) on a need-to-know basis so that they may support the dancer appropriately. This most likely extends only to

those teachers/tutors who teach the dancer directly. The dancer will always be told if, when, and why staff feel that they need to inform others, before actually doing so.

The identification of disordered eating and dancers at risk will occur via a “flag system.” One or more red flags (more serious warning signs) and/or two or more yellow flags (slightly less serious warning signs) will identify students for positive action.

Red Flags

- Student seeks help for themselves.
- A friend, staff member or family member has expressed major concern regarding weight change or eating behaviour.
- Evidence of self-induced vomiting, pharmacological abuse (such as laxatives, diet pills and/or diuretics), or compulsive over-eating,
- Drastic or sudden weight change.
- Missing three or more consecutive periods in post-menarchic people (secondary amenorrhea), or not having reached menarche by age 15 (primary amenorrhea).
- Fine hair growth (lanugo).
- Diagnosed with stress fracture(s).
- Experiences major physical symptoms or problems related to disordered eating (e.g., fainting, collapsing).
- Excessive exercising inside and outside their regular training without advice to do so, or exercising under abnormal circumstances (e.g., when injured; in secret in their room).

Yellow Flags

- Two or more friends or Northern Ballet staff members have expressed some concern regarding weight change or eating behaviour.
- Experiences several minor physical symptoms or problems related to disordered eating (e.g., sleep problems, dizziness).
- Recurrent injury or illness.
- Secretive or evasive around food (e.g., repeatedly saying they “have already eaten”).
- Sudden changes in eating behaviours and patterns (e.g., becoming vegetarian, vegan, fussier about which foods they eat, new intolerances).
- Covers body and wears baggy clothing wherever possible. The dancer may say that they are always cold, and perhaps has discoloured or swollen hands and feet.
- Visits the toilet each time they have eaten.
- Lack of growth and/or sexual maturation.
- Dry, pale, and/or discoloured hair and skin.
- Poor teeth and raw knuckles (a result of self-induced vomiting).
- Gets angry or distressed when asked about eating patterns.

- Repeatedly displays failing concentration and fatigue in class.
- Withdrawal from social interactions and/or otherwise changed in personality or interests.
- Avoids screening and/or other physical tests and assessments.

These warning signs are especially pertinent for dancers who:

- Have low self-esteem, anxiety or depression.
- Parents or family members with a history of depression, eating disorders or alcohol or drug misuse.
- Are highly perfectionist (especially dancers who never feel that what they do is good enough) and are seemingly unable to stop and rest.
- Have a history of menstrual dysfunction.
- Have important/stressful events going on in their lives (e.g. parental divorce, exam pressure, moving schools, puberty).

Action

How Northern Ballet deals with problems when they arise.

Importantly, the Company is not responsible for diagnosing or treating disordered eating. Instead, positive action comprises:

- Initial conversation. One-to-one meeting between a [Designated Safeguarding Lead](#) and the student as soon as possible after concerns have been raised or a referral obtained. This is an informal conversation to reassure the student that the Company will help support the student in the best way possible. Encouragement of family support and involvement with the aim of providing more support for students and more understanding for parents/carers.
- Second conversation. If the student is under 18 years of age or has given their consent for guardians to be involved, a second, separate conversation will be held with them involving the Designated Safeguarding Lead and the student. We believe that guardians to students under 18 years of age have a right to know if their child is facing these issues. However, we are aware that, legally speaking, persons under 18 who are considered mature enough to understand what an illness and treatment entail have a lawful right to consent to treatment on their own, without involving guardians. Note: if students are judged to be at immediate risk, guardians will be contacted whatever the students' age, although their agreement will still be sought.
- Recommending Referral. However, the student has been referred, recommendation of referring the student to a qualified professional is imperative. The professional will depend on the nature of the situation.
- Information provision. Information and advice will also be passed to the student so that they, and/or their guardian, can seek further help themselves.

- Follow-up meetings. Depending on progress, the Designated Safeguarding Lead may want to provide on-going support, for example by having the student meet with them and/or another staff member that the student feels happy to discuss with (e.g. personal tutor, health professional).

In case of refusal

Of course, we cannot force anyone to visit their GP or other professional, nor to undertake treatment where this is deemed necessary. If a dancer refuses to seek further help this will be documented within the dancer's confidential file. A dancer may be required to obtain a letter from their GP, confirming whether they are fit to continue taking part in dance and other physical activity, before being allowed to continue with their training.

In case of rapid weight changes

As a related note, if a dancer is demonstrating rapid weight loss or gain, they may be asked to obtain a letter from their GP or other suitable health professional that can verify whether physical activity should stop. Additionally, this approach may be useful if a dancer who has been under or overweight, and therefore away from dancing for a time, needs to show staff that they are again fit for taking part.

When to stop a dancer from engaging in physical activity

It is difficult to establish at what point a dancer with disordered eating is putting themselves at risk by doing physical activity (including dance). Although this is a difficult task, it is important to have an open discussion about when dancing should cease or reduce, because at very low weights or as a result of drastic weight change, the dancer is at risk of a whole host of physical problems such as pain, cramp, dehydration, fainting, stress fractures, and even heart attacks if the body resorts to breaking down heart muscle for energy.

Teachers who feel that a dancer is too frail or lacks the physical and mental energy to partake in classes have a right to limit participation but will clearly explain this in a meeting with the student and the Designated Safeguarding Lead. Because it is not our role as non-medical professionals to diagnose or treat, the best way to monitor participation may be to establish good lines of communication with a health professional (e.g. the GP involved in the student's referral or staff from the clinic at which a student is undergoing treatment). This way appropriate, on-going advice may be obtained as to whether the student should be allowed to dance. A health professional could, for instance, be able to advise as to whether the dancer's weight or weight change is so rapid as to put the person at risk.

Following a modified programme of dancing and other physical activity, much as in the rehab from an injury, is often best. Students should in most cases be encouraged to still

attend class, although not necessarily be physically involved. This is potentially helpful for everyone involved:

For the student

- a. To understand that we take the issue seriously, while valuing them as people.
- b. To still gain some benefits from the classes: for instance, students will still be able to observe, practice via imagery based on the current exercises taught, and perhaps be involved in feedback.
- c. Allows inclusion, such as seeing friends and emotional support.

For staff

- a. To “keep an eye” on the student (e.g. to prevent excessive exercising outside of dance).
- b. To support their learning in whatever way is possible.
- c. To provide appropriate emotional support.

For other students

- a. Sends a strong message that we take the issue seriously, while valuing the affected student as a person and not “punishing them” by excluding them from dancing completely.
- b. Allows them to provide emotional support in the form of friendship.

Despite all these potentially positive reasons, attending class when not being able to take part physically can also be very stressful and may result in feelings of jealousy and anger. Therefore, the dancer will be told about the reasons as to why they are encouraged to attend, but will ultimately be given the choice (perhaps in consultation with their guardian).

Auditions for the Academy of Northern Ballet

The basic purpose of auditions is to admit students who not only appear talented/as having exceptional potential, but also for whom the training appears to be in their best interest at that time. This best interest is regarding enjoyment, performance and career goals but also health, safety and well-being. It is not the policy of the Academy to admit students into the scheme who appear to suffer from disordered eating or related problems. However, students being considered for the scheme who display overt signs of disordered eating at audition will be approached and a conversation held. If the student and their guardian(s) are aware of the issue, treatment is already being sought, and an agreement can be reached regarding, for instance, health targets, the student may be admitted into the scheme. If any of these are not in place, admission may be denied (possibly with a recommendation to re-audition in the subsequent year).

If a student is moving between programmes within the Academy and is known to have disordered eating/an eating disorder, this information will be passed to the relevant Programme Manager to ensure adequate continuation of care.

Resources

Resources used in the development of this policy. Various academic journal articles, as cited in the footnotes throughout.

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- The eating disorder policies of the Music and Dance Scheme ballet boarding schools (2008) and of London Studio Centre (2008).
- Welbourne, J. (2000). Points to Consider When Establishing Policies to Cope with Eating Disorders in Dance Schools and Companies. From the conference proceedings of Dance UK’s Healthier Dancer Conference Moving Matters.

Student Travel, Signing In, and Out

Please be aware that Northern Ballet is a busy building and the foyer area is a public area. Northern Ballet can only accept responsibility for students from the point of sign in, to the point of sign out of our building. Our reception, facilities and student support teams are always on site to welcome our students and will always assist where help is needed. We ask those parents dropping off ensure their child is safely in the building before leaving and that pick up happens from the building. Please be re-assured that a member of the student support team remains on site at the end of each day until all students have left the building, and is available to help with any emergency situations.

Please remember that the Northern Ballet Car Park is private property and therefore is not available for parents to use, unless a valid Blue Badge is displayed and used in one of the disabled bays. Cars should not be parked outside Northern Ballet due to double yellow lines, a no loading sign, and for safety of all users.

Once parents deem independent travel appropriate, students can make their own way to Northern Ballet. The Academy always recommends that students travel (to and from the station) together when possible.

When traveling to/from the building by foot please take the route through the BBC, Leeds Conservatoire, Yorkshire Dance walkway. This pathway is much safer than to the left of the building. Please ensure that students are aware of safe spaces in the area, which are publicly accessible and will provide help and support if needed. In the Quarry Hill area, these are:

- Leeds Conservatoire
- Yorkshire Dance
- Leeds City College
- Leeds Playhouse

If a student feels unsafe, they should go to the closest venue, and speak to any member of staff at the venue, stating you are a student of Northern Ballet. The staff will be able to contact a member of the Northern Ballet team, by calling the main reception, or the Academy mobile. Please ensure all students who travel independently have the Academy mobile number stored in their phone.

A full list of Leeds safe spaces covering all areas of Leeds can be found by visiting Safe Spaces National Network <https://www.safeplaces.org.uk/member-schemes/leeds>.

For both safety and comfort, we recommend students do not arrive and leave in their leotards and with recent nation-wide increases in the theft of mobile phones we recommend students have their valuable out of sight. We also advise students to not wear their tracksuit outside of the building, this is especially important for students who

travel to the building independently, as the tracksuit is identifiable to the public and traceable.

Prevent Strategy

Northern Ballet is fully committed to implementing the Prevent Duty as part of our wider safeguarding and welfare responsibilities. This strategy sits alongside the schools safeguarding Policy and aligns with the requirements of the Counter-Terrorism and Security Act 2015 and OfS Condition E2.

Legislative Framework and Compliance

This strategy is compliant with the following legislation and guidance:

- Counter-Terrorism and Security Act 2015
- Prevent and Channel Duty Guidance (2023)
- Online Safety Act 2023
- Terrorism (Protection of Premises) Bill (Martyn's Law)
- Equality Act 2010
- UK Quality Code for Higher Education
- Office for Students (OfS) Prevent Monitoring Framework and Reporting Requirements

Strategic Aims and Prevent Objectives

Northern Ballet is committed to providing a secure environment that supports freedom of expression, encourages critical thinking, and protects individuals from radicalisation. The aims of this strategy are informed by the national Prevent strategy and tailored to meet the risks and needs of our community.

This strategy aims to:

- Embed Prevent within safeguarding, inclusion, and wellbeing frameworks.
- Recognise signs of radicalisation and intervene early.
- Ensure a proportionate, risk-based approach to Prevent.
- Promote British values and support student resilience.

Prevent Objectives (The 3 I's):

- **Ideology:** Challenge extremist ideas and promote democratic values.
- **Individuals:** Support vulnerable individuals and intervene early.
- **Institutions:** Strengthen Northern Ballet's capacity to manage risks of radicalisation.

Oversight and Governance

- The Designated Safeguarding Lead's (DSL) is the Prevent Lead.

- Prevent is reported through the Safeguarding Committee.

Roles and Responsibilities

Embedding Prevent across the organisation requires the shared understanding and commitment of all members of the Northern Ballet community. Outlined below are the responsibilities of everyone in supporting Prevent aims.

- Receive Prevent information at induction.
- Are encouraged to engage respectfully in discussions.
- Are supported through personal tutors, and wellbeing services.

Internal Referral Procedure

Early identification and referral of concerns are central to Prevent implementation. As with our Safeguarding protocols staff and students can raise concerns with the DSL

- Staff or students should report concerns in person or via the safeguarding cause for concern form.
- The Prevent Lead (DSL) will assess, record, and escalate as needed.
- Emergency concerns must be reported to 999 and the Facilities Team (where relevant).

External Referral and Channel Panel

When internal action is not sufficient, Northern Ballet will work with external agencies such as the Local Authority and the Police. Our referral pathways are as follows

- Prevent concerns can be referred to:
 - Leeds Prevent Team: 0113 535 0810 / prevent@leeds.gov.uk
 - Police Prevent Team: 0113 395 4141

Information Sharing and Confidentiality

Protecting individual rights while addressing risk is essential. Northern Ballet's approach to data protection, lawful information sharing, and confidentiality in Prevent cases adhere to:

- The Data Protection Act 2018
- Common Law Duty of Confidentiality
- Consent-based information sharing where appropriate
- Necessity and proportionality when assessing referrals

Prevent-Related Serious Incident Reporting (OfS) (For MA students only)

In accordance with OfS requirements, Northern Ballet must report serious incidents related to Prevent.

Incidents must be reported to the OfS (via our validating partner, NSCD) within 5 days if they:

- Lead to significant policy revision
- Cause harm to students, staff, or the institution's reputation
- Are perceived to relate to Prevent (including hate crime, arrests, near misses)

British Values and Inclusion

Promoting British values is a key component of the Prevent Duty.

- Northern Ballet promotes democracy, rule of law, liberty, tolerance and mutual respect.
- Northern Ballet adheres to the Equality Act 2010 and promotes inclusivity.

Key Policies Supporting Prevent

The Prevent Duty is embedded within a wider ecosystem of policies, key institutional documents that reinforce NSCD's commitment to safeguarding against radicalisation include

- Safeguarding Policy
- IT Acceptable Use Policy
- Health & Safety Policy (aligned with Martyn's Law)
- Student Code of Conduct

Uniform Statement

Northern Ballet trains over 500 children and to ensure safety, it is important that all students wear their correct uniform and have all items of specified equipment with them for their class. Each course and levelling of classes has a different colour uniform so that all employees can quickly determine where a child should be in the building.

Student should ensure that they are appropriately dressed when traveling to/from Northern Ballet, covering up appropriately, even in warmer weather.

We expect children to remove all items of non-uniform and warm- up gear before their class commences.

If your child forgets their uniform and/or equipment up to once per term, they will be lent a spare set where one is available. If they forget a second or subsequent time, they will not be able to join in their class and will observe instead.

Mobile Phone Statement

Northern Ballet takes student safety seriously, including their safety online.

All phones must be turned off and out of sight from the time when students are collected by our pastoral team to begin their classes / day to the time when they are back in the foyer area at the end of their classes / day. This includes time spent in the studios, changing rooms, toilets, theatres and all breaks.

If a student is seen using their phone, on the first occasion it will be confiscated, placed in the academy office and returned to them at the end of their class / day. On any subsequent occasion this will be classed as unacceptable behaviour and we will follow the courses of action as listed in our [Student Code of Conduct](#).

We understand that for student safety phones will be brought into the building and will be used on the journey's to and from the building. Students should turn on their phone and check for any messages at the end of their class / day before leaving the foyer area.

If a student brings their phone to Northern Ballet this should be turned off and placed in the student's box or bag so that it travels around the building with them, along with any other valuables they bring. We strongly recommend that students refrain from bringing anything of significant value to their classes as we do not have the locker capacity to ensure all students are able to safely lock valuables away.

If a student needs to contact a guardian in an emergency, they should ask permission to turn on their phone to make the call or they can call using a Northern Ballet landline phone.

If you need to contact your child in an emergency or to change any travel arrangements, please call the **Academy mobile on 07542 684575**, or **Northern Ballet reception team on 0113 220 8000** and leave a message for your child and the staff team. Please state your child's name and class. Please be assured that whilst any child is in the building both the reception team, caretaker and a member of our pastoral team will remain on site and in cases of emergency children will not be left unattended.

Social Media Statement

To protect children and staff, it is imperative that everyone understands the potential danger of social media and other online platforms. All staff and pupils should understand the following:

- No staff member can use their personal technology to upload images to Northern Ballet's website or social networking pages.
- Images / video should never be taken on a staff members' personal device.
Images and video can only be taken with Northern Ballet technology / devices.
- It is against Company policy to become a 'friend' or 'follower' of a child on a social networking site or any ex-student under the age of 18. Current staff will be reminded each year.
- Company dancers who have a professional profile on Social Media should not 'follow' any students who 'follow' their professional page.
- Students are advised to not follow the dancers on social media platforms.
- No staff member should request access to a pupil's 'page' on a social networking site, nor should they permit pupil access to their 'page'.
- The Academy of Northern Ballet has a Facebook page and Instagram page that students can 'follow' or 'like', once they have reached the permitted age for the platform.
- The Academy of Northern Ballet will never directly link a student in status updates or posts.
- Staff who work directly with students are encouraged to have a private profile on social media.
- If a child discloses a concern to you regarding social media, then staff should report this to a [Designated Safeguarding Lead](#).
- If a child or guardian has a concern about social media in relation to Northern Ballet or a member of its' staff, they should report to the [Designated Safeguarding Lead](#).

Photography and Moving Image Policy

Northern Ballet outlines how we will use and store images of children alongside information on how we use freelance photographers and how they store images and film.

Freelance Photographers

Northern Ballet will use freelance photographers / videographers for photoshoots and commissions. The photos/videos will be used by Northern Ballet only, for up to 6 years. Once taken, the photos / videos are the intellectual property of the photographer / videographer and will be stored safely as part of their archive of work indefinitely. The photographer / videographer does not have permission to use these images in any other way. The photographer / videographer is responsible as a trading business/company to follow the General Data Protection Act 2018 and current GDPR legislation. Children involved in any photo/videos created for Northern Ballet promotion will be informed prior to the date with details on the purpose and outline of the event.

Editing and the use of Artificial Intelligence

Northern Ballet will never use artificial intelligence (AI) to edit photographs / images of children. Furthermore, no images containing children will be uploaded into any AI tools for editing into other forms, such as posters, or other marketing assets.

Permission

We will seek permission to film and photograph a child's participation with Northern Ballet when necessary. Permission allows us to use images taken of your child in various publications and promotional material, for example: paper-based documents, social media promotion, internet media, live streaming on social media, Northern Ballet website, and news media.

Images will be used publicly for up to 6 years. Permission can be withdrawn at any time by emailing info@northernballet.com. If permission is withdrawn, we will not use photography/video of the child in future materials and will remove existing photography/video where it is reasonable to do so.

Storage

All images are stored on a secure server, accessible only by employees who need access for work purposes. All image files are dated and detail current permissions, including when they should be removed from publicity / online material.

Family & Friends Use of Photography

We know that family & friends value the opportunity to observe their child in a studio setting during sharings and that they are keen to film / photograph this. On a yearly basis, we will request permission for spectators to film classes. If all participants of a class have permission, spectators will be able to film / photograph the class. If we have participants without permission, no filming / photography of that class will be permitted.

We ask that any spectator filming / photographing a class, is mindful of other participants they may accidentally capture and only share images on social media of their participant.

Administering First Aid, Allergy, and Medicine Policy

Introduction

This policy is a statement of the principles and procedures regarding first aid and prescribed and non-prescribed medicines for children at Northern Ballet.

Aims and objectives

- To ensure that children receive appropriate first aid when necessary.
- To ensure that staff and guardians have a common understanding regarding the administering of medicines when children are at Northern Ballet.
- To ensure that children with medical needs receive proper care and support.

Roles and Responsibilities: Guardians

It is the responsibility of guardians to:

- Inform Northern Ballet of their child's medical needs
- Ensure that Northern Ballet has the most recent emergency contact details for their child/ren

Guardians must provide any medication in a container clearly labelled with the following:

- The child's name
- Name of medicine
- Dose and frequency of medication (with applicator/measuring spoon)
- Any special storage arrangements
- Collect and dispose of any medications held at Northern Ballet at the end of each term
- Ensure that medicines have NOT passed the expiry date

Pupil Information

At the start of each academic year, guardians should give the following information about their child's long-term medical needs, via the programme registration process. The information must be updated as and when required, and at least annually.

- Details of child's medical needs;
- Medication including any side effects;
- Allergies;

- Name of GP/Consultants;
- Special requirements e.g. dietary needs, pre-activity precautions;
- What to do and who to contact in an emergency;
- Cultural and religious views regarding medical care.

Administering Emergency First Aid

If a child requires first aid, a qualified first aider will administer the appropriate treatment in accordance with their training. If deemed necessary, a staff member will call 999 for emergency medical response, and follow any guidance / instructions from the emergency services.

Should a child be required to go to hospital, the Academy of Northern Ballet will:

- Ensure the child is safe to travel (if not traveling via ambulance)
- Accompany the student to the hospital (if not in an ambulance, then in a taxi, paid for by Northern Ballet). The staff member will be a trained First Aider and hold an enhanced DBS.
- Contact the students' emergency contact to ensure they are informed, and kept up to date with any progress or treatment.
- Stay with the student until they have been registered by the hospital staff, and a guardian is able to join, or collect them.

Records

Each time first aid is given to a child, a record needs to be kept for the Health & Safety Committee. All instances need to be recorded, but details of the child's personal information do not need to be shared with the committee. If you do not wish for your child's data to be shared with the Health & Safety Committee, please ensure your registration form states this clearly. The first aid log records the following:

- Name of pupil;
- Date and time of administration;
- Who administered the first aid and what action was taken;
- Possible cause of first aid requirement
- Recommended next steps

Allergies

Students and staff must inform us of any allergies.

Due to the varying needs of staff, students, and guests participating in classes, the Academy of Northern Ballet, and Northern Ballet Learning have a strict no nut policy. This is extended to the wider building when a visitor/building user has an airborne nut allergy, in these circumstances, all building users are notified in advance.

Administering Medication

We expect guardians to administer medication to their children at home wherever possible. This means that where the administration of medicine during their time at Northern Ballet can be avoided it should be. Prescribed medication will not be administered without prior written permission from the guardians including written medical authority if the medicine needs to be altered (e.g. crushing of tablets). Equally, staff will not give a non-prescribed medicine to a child unless there is specific prior written permission with a valid reason for the administration of the medicine from the guardians. A [Medical Permission Form](#) must be completed and signed in all cases.

The relevant Northern Ballet programme manager will determine if medication is to be administered on site, and by whom, following consultation with staff. All medicine will normally be administered during breaks and lunchtimes. If, for medical reasons, medicine has to be taken during the day, arrangements will be made for the medicine to be administered at other prescribed times. Pupils will be told where their medication is kept and who will administer it.

Any member of staff giving medicine to a pupil, should check on each occasion;

- Name of pupil;
- Medical permission form completed;
- Prescribed dose;
- Expiry date.

Written permission from guardians will be required for pupils to self-administer medicine(s) via the [Medical Permission Form](#).

Carrying Medicines

For safety reasons, pupils are not allowed to carry medication unless agreed on an individual basis. Such arrangements will only be agreed after completion of the Medical Permission Form. All other medicines must be handed to the programme manager on entry to the Northern Ballet premises.

Storage

All medicine, in the care of Northern Ballet, must be stored strictly in accordance with product instructions (paying particular note to temperature) and in the original container in which dispensed. In most instances medication will be kept in an administration office. All medicine will be logged onto the medical file. Class teachers may store pupil's inhalers which must be labelled with the pupil's name. All emergency medicines, such as inhalers and adrenaline pens, must be readily available to children. Programme Managers will be responsible for storing EPI-Pens.

Some medicines may need to be refrigerated. They can be kept in a refrigerator containing food but must be in an airtight container and clearly labelled. There must be restricted access to a refrigerator holding medicines. There is a refrigerator located in the Academy of Northern Ballet office for such purposes.

Records

Each time medication is given to a child, a member of staff will complete the medication log which records the following:

- Name of pupil;
- Date and time of administration;
- Who supervised the administration;
- Name of medication;
- Dosage;
- Reason for medication being administered;
- A note of any side effects;
- If medicine has been altered for administration (e.g. crushing tablets) and authority for doing so.

Refusing medication

If a child refuses to take their medication, no Northern Ballet staff member will force them to do so. Guardians will be informed as soon as possible. Refusal to take medication will be recorded and dated on the child's record sheet. Reasons for refusal and any action then taken by the staff member will also be recorded.

Emergency Procedures

The Programme Manager will ensure that all staff are aware of Northern Ballet's planned emergency procedures in the event of medical needs.

Medical Alert

It is likely that there will be some children attending Northern Ballet with a range of medical needs which need to be known by staff members. Details of any medical needs should be updated annually, as a minimum via the programme registration form.

Administering First Aid and Medicine Policy reviewed and updated August 2026

Northern Ballet will not give your child medicine unless you complete and sign this form.

Name of child: _____ DoB: _____ Class: _____

Medical condition or illness:

Medicine

Name/type of medicine (as described on container)	
Expiry date	
Dosage and method	
Timing	
Special precautions/other instructions	
Are there any side effects that Northern Ballet needs to know about?	
Self-administration – y/n	
Procedures to take in an emergency	

Medicines must be in the original container as dispensed by the pharmacy

I understand that medication to be self-administered will be brought to class by my child and kept in their bag in the studio for easy access.

I understand that medication my child needs help administering will be handed to the teacher/programme manager at the beginning of class and returned to my child at the end of class.

Signed: _____ Date: _____

(Guardian/carer)

The above information is, to the best of my knowledge, accurate at the time of writing and I give consent to Northern Ballet staff administering medicine in accordance with the Northern Ballet policy. I will inform Northern Ballet immediately, in writing, if there is

any change in dosage or frequency of the medicine (medical evidence must be provided).

If applicable, I will collect the medication at the end of the school day from the school office.

Signed: _____ Date: _____

(Guardian/carer)

Guardian/carer name: _____

Telephone number: _____

Children in Performances

Northern Ballet gives children the opportunity to perform alongside the Company dancers in some Company productions and in Academy, Learning and Community performances. Whilst this is an opportunity for the children, Northern Ballet recognises it has a duty of care to them and will ensure that the safety of the children is always our prime concern.

Children taking part in any Northern Ballet production will always be in the care of a licensed Chaperone or Guardian.

Northern Ballet requirements for the Safety of children in performance

- Children will always be chaperoned by a professional licensed chaperone or guardian who will hold a current DBS check. Proof of this and current chaperone licenses will be provided to Northern Ballet for records.
- Each child will hold a performance license or BOPA which will be issued by their local authority.
- Northern Ballet will follow the guidelines set by NNCEE (National Network for Child Employment and Entertainment) with regards to appropriate working practices and hours.
- Northern Ballet will ensure that children get the appropriate hours of schooling required by law and that permission for school absence (where required) has been received for each child.
- Northern Ballet will ensure staff are supported about safe working practices with children. All staff members will be able to view Northern Ballet's and venues safeguarding policies.
- A risk assessment will be put in place to cover children performing on stage and this will be production specific.
- The venue safeguarding policy will be available to view and the Company Manager will ensure this is available prior to the company arriving in each venue.
- In the absence of a venue Safeguarding Policy, the Northern ballet policy and guidelines will be used
- Company members who come into direct contact with children in performance will work within the 'Northern Ballet General Safeguarding Guidelines for all Staff'

Whilst children / chaperones are working with Northern Ballet they will:

- Be made familiar with their environment including but not limited to - dressing rooms, route to stage and backstage areas. These will be shown by the most appropriate members of staff.
- Talked through health and safety procedures before the commencement of the production or rehearsal on stage.
- Chaperones will be informed of the fire evacuation procedure.
- Be rehearsed sufficiently to ensure their safety and confidence on stage.
- Have a clean, safe and fully functioning dressing room with separate children's only toilet.
- Be provided with the venues safeguarding policy which highlights key people to speak to if they have a problem and Northern Ballets appropriate [physical contact policy](#) and [social media policy](#).

Data Protection

Children have varying levels of contact with Northern Ballet and therefore the data collected is dependent on the activity undertaken.

For children attending a class or course at Northern Ballet, we ask for personal details which are likely to include:

- Name
- Address
- Date of birth
- Emergency contact details
- Details of medical conditions, allergies, or medication

If further details are requested, this will be in consultation with the guardian and will be aligned with the activity being undertaken.

All data is stored in line with [Northern Ballet's Privacy Policy](#).

Useful Contacts & References

Designated Safeguarding Leads

- Northern Ballet Reception: 0113 220 8000
- Leanne Kirkham: 07825 545072 (out of office hours)
- Annemarie Donoghue: 07986 321395 (out of office hours)

Designated Safeguarding Officers

- Northern Ballet Reception: 0113 220 8000
- Emma Rodriguez- Saona (Maternity leave Oct 2026 – Sep 2027)
- Sam Moore
- Lyndsey Parkinson

Leeds Safeguarding Partnership

- 0113 376 0336 (office hours)
- 0113 535 0600 (out of office hours)
- <https://www.leedsscp.org.uk/Home>
- Social Services Department (SSD): 0113 222 4403
- Leeds Police Safeguarding Unit: 0113 385 9590
- NSPCC (Children's Services Office):
 - 0113 217 2200
 - 232 Stanningley Road, Leeds, LS13 3BA
- NSPCC (National Helpline)
 - 0808 800 5000 (for adults)
 - 0800 1111 (for children)
 - help@nspcc.org.uk (email)
 - <https://www.nspcc.org.uk/>

Documents Referenced

- Children Act 2004
<https://www.legislation.gov.uk/ukpga/2004/31/contents>
- Disclosure and Barring Service (DBS)
<https://www.gov.uk/government/organisations/disclosure-and-barring-service>
- Employer's Guide to Right to Work Checks
<https://www.gov.uk/government/publications/right-to-work-checks-employers-guide>
- Equality Act 2010
<https://www.gov.uk/guidance/equality-act-2010-guidance>

- General Data Protection Act 2018 and GDPR
<https://www.gov.uk/data-protection>
- Keeping Children Safe in Education
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/912592/Keeping_children_safe_in_education_Sep_2020.pdf
- NNCEE (National Network for Child Employment and Entertainment)
<https://www.nncee.org.uk/>
- Regulatory Reform Fire Safety Order 2005 (RRFSO)
<https://www.legislation.gov.uk/ukxi/2005/1541/contents/made>
- Torfaen County Borough, 2008
<http://www.antibullytorfaen.org.uk/SiteElements/Documents/Anti-Bullying-Strategy-2008-10.pdf>
- Working Together to Safeguard Children 2018
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/779401/Working_Together_to_Safeguard-Children.pdf