

Northern Ballet

Adults At Risk Safeguarding Policy

Leanne Kirkham
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 adults at risk 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.

It is our experience that most safeguarding issues we encounter at Northern Ballet arrive with the individual who is experiencing abuse, and have not occurred, or been initiated whilst training with us. We are committed to ensuring we play our part in supporting anyone who is experiencing abuse and will take appropriate action and collaborate with other institutions and agencies wherever necessary.

Safeguarding Adults at Risk is the process of protecting adults who may have support or care needs, from abuse or neglect. Safeguarding is defined as:

‘Protecting an adult’s right to live in safety, free from abuse and neglect.’ (Care and support statutory guidance, chapter 14)

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 term ‘adult/s at risk’ to refer to anyone aged 18 years or over; who may need community care services by reason of mental or other disability, age, or illness; and who is, or may be unable to take care of themselves, or unable to protect themselves against significant harm or exploitation.

For the purpose of this document, ‘carer’ refers to anybody who holds caring responsibilities for an adult at risk. This could include, but is not limited to, parents, guardians, and social workers.

Northern Ballet works with adults at risk in a variety of ways:

- Through the various open classes, 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 Ballet's studio theatre and at the large-scale venues where the company perform.
- Through community 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.

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 adults at risk feel confident when in the care of Northern Ballet. Our objectives are:

- Safe organisational ethos
- Safe environment
- Safe processes for working with adults at risk
- Safe staff
- Safe collection and use of information, and ways of communicating.

Policy Principles

There are six key principles for safeguarding adults at risk:

1. Empowerment – People being supported and encouraged to make their decisions using informed consent.
2. Prevention – It is better to take action before harm occurs.
3. Proportionality – The least intrusive response, appropriate to the risk presented.
4. Protection – Support and representation for those in greatest need.
5. Partnerships – Local solutions through services working with their communities. Communities have a part to play in preventing, detecting, and reporting neglect and abuse.
6. Accountability – Accountability and transparency in delivering safeguarding.

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 adults at risk, carers, 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 three 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 adults at risk is paramount in all our activities.

- Listen to adults at risk and take account of what they tell us in making decisions about them.
- Take all reasonable steps to protect adults at risk from harm, discrimination, and degrading treatment.
- Practice with respect for adults at risk'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 Adults Board.
- Follow government guidance as set out in the document 'Care and support statutory guidance' 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 adults at risk, including use of enhanced Disclosure and Barring Service check where necessary.
- 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 adults at risk and carers, 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 Adults Board.
- Keep good records of our work with adults at risk and of our management of staff's work.
- Hold adults at risk's information in alignment with GDPR guidelines.

2. a. 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 staffs' responsibility to decide whether abuse has taken place. If staff have any anxieties or concerns with regards to a suspected case of abuse, it is essential that they report this using Northern Ballet's Procedures [see Appendix A], and then let the DSL's investigate. This applies regardless of whether the concern relates to the behaviour of another staff member, or the possibility that the abuse might be taking place at home or elsewhere.

There are 10 categories of abuse.

Physical

Including assault, hitting, slapping, pushing, misuse of medication, restraint, inappropriate physical sanctions.

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 incurred during class and administer appropriate first aid care
- administering, condoning or failure to intervene in drug use.

Psychological

Including emotional abuse, threats of harm and abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation and unreasonable and unjustified withdrawal of services and supportive networks.

In our work, this could involve:

- exposing an adult at risk to humiliating, taunting or aggressive behaviour or tone
- demeaning an adult at risk's efforts by continuous negative feedback
- failure to intervene where an adult at risk's self-confidence and worth are challenged or undermined
- failure to provide specific social media guidance and our expectations for staff communication over social media.

Sexual

Including rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, sexual assault, and sexual acts to which the adult has not consented or was pressured into consenting to.

In our work, this could involve:

- inappropriate touching
- provocative choreography
- creating opportunities to access adults at risk's bodies.

Neglect and acts of omission

Including ignoring medical, emotional, or physical care needs, failure to provide access to appropriate health, care, support, or educational services, withholding of the necessities of life, such as medication, heating, adequate nutrition.

In our work, this could involve:

- exposing an adult at risk to unnecessary cold or heat
- exposing an adult at risk 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 an adult at risk inside and outside the classroom.

Financial or material

Including theft, fraud, internet scamming, coercion in relation to an adult's financial affairs or arrangements and the misuse or misappropriation of property, possessions, or benefits.

In our work, this could involve:

- failure to be mindful of mental capacity and relevant legislation including roles of Lasting Power of Attorney's (LPAs) in financial affairs in dealings with supporters
- failure to be inclusive of individuals whose mental capacity is impacted but who are communicating effectively and to understand changes to this and the legal support in place for the individuals concerned
- changing of bank details for salary payments to third parties
- pressure on individuals to pay for goods and services for others.

Discriminatory

Including harassment and slurs or similar treatment because of race, gender, age, disability, sexual orientation, and religion.

In our work, this could involve:

- failure to intervene when an adult at risk is spoken to in an inappropriate manner.

Organisational

Including neglect and poor care practice within an institution or particular care setting, or poor professional practice due to policies, practices, and processes within an organisation.

In our work, this could involve:

- poor care of and/or communication with an adult at risk because of failure to adhere to the Safeguarding Adults at Risk Policy
- poor care and/or communication with an adult at risk because of lack of staff training and awareness
- outdated practices and policies
- not providing fully accessible and inclusive environments for events.

Modern Slavery

Including slavery, human trafficking, forced labour and domestic servitude.

In our work, this could involve:

- failure to comply with robust recruitment and people management processes designed to safeguard staff
- failure to intervene where modern slavery is suspected
- failure to provide adequate support or signposting.

Self-neglect

Including not caring for own health, hygiene, or surroundings, hoarding, and not seeking medical support when needed.

Domestic Violence

Any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence, or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. Including psychological, physical, sexual, financial, emotional and honour-based violence.

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 (an adult at risk) may have been abused or feel at significant risk of being abused.

If you have a concern regarding yourself, an adult at risk, or someone reports a concern to you regarding an adult at risk, you should do one of the following:

1. complete an online [Cause for Concern Form – \[Appendix a\]](#)
2. ring 0113 220 8000 and ask to speak to a DSL or DSO
3. speak directly with a DSL or DSO
4. an adult at risk may speak to a member of the Learning or Academy team, a programme manager, or their teacher
5. if you believe an adult at risk is in immediate danger and at risk of harm, call the police on 999, and then report immediately to a DSL, or DSO

If the concern relates to the DSL on duty, report to the Executive Director.

Information will always 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 an adult at risk discloses information to you

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

1. Listen and Reassure

Do:

- **Stay calm** – do not rush into inappropriate action.
- **Reassure the person** – that they are not to blame and confirm that you know how difficult it must be to confide.
- **Listen** – to what the person 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; abuse cases can be dismissed if it appears that a person has been led or words and ideas have been suggested.
- **Ensure that you clearly understand what the person has said** so that you can record the conversation accurately.
- **Ensure the person understands what will happen next** and they are emotionally and physically able to return to the studio/class/home.
- **Maintain confidentiality** by only sharing information with those who need to know.
- **Gain consent for escalating their disclosure** and/or sharing the information with a DSL and/or other agencies.

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 person repeat the story unnecessarily.**
- **Delay**

2. Record

Complete a [Cause for Concern incident report form \[Appendix a\]](#) 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 disclosure involves a DSL, the concern should be reported to the Executive Director.

On tour, all disclosures must be reported to the Company Manager (DSO) who will work with the venue's DSL in response to the disclosure, and share information, including any action taken, with the Northern Ballet DSLs.

The DSL will assess the disclosure and if they suspect that an adult at risk is being or is at risk of being significantly harmed, they must report this **immediately** to the Leeds Safeguarding Adults Board, or the police.

If the adult at risk is in immediate danger, call 999 and speak to the police, providing them with as much details as possible, and follow their instructions.

5. The management of allegations against staff

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 adult at risk, and at the same time, support the person who is the subject of the allegation. The management of allegations against staff may also be known as Whistleblowing, and where appropriate, the HR department will work with DSLs to ensure any investigation, and its outcomes are aligned with Northern Ballet's Whistleblowing Policy.

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 adults at risk. This applies to everyone who works with adults at risk on behalf of Northern Ballet.

We ensure every person working with adults at risk 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 [Northern Ballet's Safer Recruitment Policy, \[Appendix d\]](#)

7. Our Safeguarding Team

All staff who work directly with adults at risk at Northern Ballet are trained to respond to safeguarding issues. We also have a dedicated team: The Safeguarding Committee.

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 Administration (Maternity leave Oct 2026-Sep 2027)
- 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, carers, and staff around the use of Safeguarding policies and procedures.
- Consulting participants, 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/carer, 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/adults 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/adults at risk 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 - 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
 - Sam Moore
 - Lyndsey Parkinson

On tour and at theatres please report all concerns to Lyndsey Holmes.

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 \[Appendix a\]](#).

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.

Participant Code of Conduct

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

All participants will:

- Act in a considerate and courteous manner to staff and fellow participants 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 participants or issues away from their class work.
- Inform programme management and teachers of any injury or illness prior to the beginning of class or immediately during class. It is the participant's responsibility to stop, notify the teacher and seek help.
- Arrive no later than 10 mins prior to the published class time for registration, ensure you sign in and out of the building.
- Wear suitable attire to dance in, and have all necessary equipment with you.

All participants will not:

- Use any equipment or sets in the studios without supervision, and/or permission from the teacher.
- Eat or drink anything other than water in the studios.

- 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 participant being temporarily removed from their class and being asked to observe an alternative class
 - b) A meeting with participant/s 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 Participant Code of Conduct
 - e) A Positive Behaviour Agreement, based on discussions with the participant 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 participants are treated fairly, in line with the Equalities Act 2010. Where a participant 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 participant 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 adults at risk in a way which promotes the safety and welfare of everyone.
- 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 adults at risk 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 adults at risk.

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 adults at risk.
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.

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.

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 adults at risk, the second reference should be from an employer with whom the applicant most recently worked with adults at risk (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 adults at risk.
- 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 adults at risk or behaviour towards adults at risk, 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.

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 adults at risk.
- 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.

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 adults at risk,
 - has been removed by Northern Ballet from working with adults at risk (whether paid or unpaid), or has resigned prior to being removed, because they have harmed, or pose a risk of harm to, an adult at risk; or
 - Northern Ballet becomes aware that an ex-employee has fulfilled either of the above criteria.

Participant Anti-Bullying policy

Northern Ballet is committed to providing a caring, friendly and safe environment for all our participants 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 participants 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: participants/staff 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 participants.

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 participants and staff 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 participants.

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 participants. Individuals 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 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
- Individuals will be informed of any incidents that directly relate to them, 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.

Participant support

Participants who have been bullied will be supported by:

- Offering an immediate opportunity to discuss the experience with a member of staff
- Reassuring the participant

- Offering continuous support
- Restoring self-esteem and confidence.

Participants who have bullied will be supported by:

- Discussing what happened
- Discovering why the participant became involved, or demonstrated the behaviour
- Establishing the wrongdoing and the need to change.

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. To safely teach ballet, appropriate physical contact between teacher/participant and participant/participant 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 participants.

- All participant handbooks will include this statement, so that everyone is 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 participants 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 participants, and/or peers.
- Touch will be accompanied by verbal instruction and will never be a surprise to the participant.
- Physical contact will always be treated with due sensitivity and care.
- When using touch to correct a participant'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 participant 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 participant's needs and with respect for individual boundaries.
- If a participant feels uncomfortable regarding appropriate touch, we encourage them to talk with their teacher.
- Participants 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 participant feels any touch is inappropriate, we encourage them to speak with a DSL.

Social Media Statement

Northern Ballet uses images and videos of participants to create content across our social media channels on platforms such as Facebook, Instagram and TikTok. We will use other platforms as trends and popularity changes.

Posting on social media is a great way for Northern Ballet to deliver an insight into “behind the scenes” in classes, rehearsals, and the general day to day. It also celebrates the participants' achievements and progress. We use social media to promote upcoming events and reflect on what has been happening recently, in an informal yet professional way. Our online presence helps to grow our audience and brand allowing us to reach more people and generate further interest and engagement into what we have to offer.

Participants are welcome to tag @academyofnorthernballet or @balletlearning in their own posts. Please note that once @academyofnorthernballet or @balletlearning has been tagged from any account, this gives us permission to share the post with our audience. We will not always share tagged posts. This will depend on the relevance, timing, and suitability of the post.

With social media becoming a bigger part of everyday life, Northern Ballet endeavours to influence its participants to use social media responsibly, to protect both participants' and staff.

To keep everyone safe:

- Images/video should only be taken on a staff members personal device, if the footage is appropriate, tasteful and with the consent of the participant. Footage should be for the purpose of promotion on social media only
- No staff member should request access to a participant's 'page' on a social networking site
- Northern Ballet will never directly link participants in any status updates or posts, posted on Northern Ballet's social media sites
- Northern Ballet will only post images on social media platforms where we hold full consent to do so. Consent will be requested from the participant at the beginning of every new academic year
- Staff who work directly with participants are encouraged to have a private profile on social media
- If a participant discloses a concern to you regarding social media, this should be reported to a Designated Safeguarding Lead or Officer
- If a participant or carer 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 or Officer.

Photography and moving image policy

Northern Ballet outlines how we will use and store images of participants 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 participants. Furthermore, no images containing participants 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 participation with Northern Ballet when necessary. Permission allows us to use images taken 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 six years. Permission can be withdrawn at any time by emailing info@northernballet.com. If permission is withdrawn, we will not use photography/video 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 participants in a studio setting during sharings and that they are keen to film/photograph you during this. On a yearly basis, we will request your 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, and Medicine Policy

Introduction

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

Aims and objectives:

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

Roles and Responsibilities: Guardians

It is the responsibility of the participant and/or their carer to:

- Inform Northern Ballet of their medical needs
- Ensure that Northern Ballet has the most recent emergency contact details for them

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

- The participant'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

Participant Information

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

- Details of their 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 participant requires first aid, where possible, we will gain consent from the adult for a qualified first aider to administer the appropriate treatment in accordance with their training. If the person is not able to consent, due to being unable to respond, the first aider will assume consent and administer first aid, in line 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 an adult at risk be required to go to hospital, Northern Ballet will:

- Ensure the adult at risk is safe to travel (if not traveling via ambulance).
- If deemed necessary, a member of Northern Ballet staff will accompany the adult at risk 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. If accompaniment is not necessary, Northern Ballet will still cover the cost of the taxi.
- Contact the adult at risk's emergency contact to ensure they are informed, and kept up to date with any progress or treatment.
- Stay with the adult at risk until they have been registered by the hospital staff, and is safe to be left unaccompanied.

If any carer wishes to refuse emergency first aid on behalf of the adult at risk they support, they should inform the programme manager at the beginning of the year, or when starting a programme. This should be in writing and detail the following:

- Name of adult at risk
- Class/course attended
- Statement to refuse emergency first aid

Records

Each time first aid is given to a participant, a record needs to be kept for the Health & Safety Committee. All instances need to be recorded, but details of personal information do not need to be shared with the committee. If you do not wish for your personal 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 participant;
- Date and time of administration;
- Who administered the first aid and what action was taken;
- Possible cause of first aid requirement;

- Recommended next steps.

Administering Medication

We expect participants to administer medication at home wherever possible. This means that where the administration of medicine during time at Northern Ballet can be avoided it should be. Prescribed medication will not be administered without prior written permission from the carers of adults at risk, 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 participant unless there is specific prior written permission with a valid reason for the administration of the medicine from the carer. A Medical Permission Form (appendix i.i) 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. Participants will be told where their medication is kept and who will administer, and supervise it.

Any member of staff giving medicine to a participant, should check on each occasion:

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

Written permission from carers will be required for adults at risk to self-administer medicine(s) via the Medical Permission Form.

Carrying Medicines

For safety reasons, participants 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 participant's inhalers which must be labelled with the participant's name. All emergency medicines, such as inhalers and adrenaline pens, must be readily available to participants. 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 participant, a member of staff will complete the medication log which records the following:

- Name of participant;
- 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 participant refuses to take their medication, no Northern Ballet staff member will force them to do so. Carers will be informed as soon as possible. Refusal to take medication will be recorded and dated on the participant'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 participants 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.

Allergy Policy

We are committed to promoting the health, safety, and wellbeing of everyone who visits our building, including those with known allergies. This policy outlines the measures we take to minimise the risk of exposure to allergens and to ensure an appropriate response in the event of an allergic reaction.

While we recognise the principles and best practice guidance associated with managing allergies in educational and childcare settings, our provision is not within the scope of the statutory guidance known as Benedict's Law and is therefore not legally required to comply with its specific requirements. Nevertheless, we are committed to implementing robust procedures and reasonable adjustments to support individuals with allergies and to maintain a safe and inclusive environment for all.

Due to the varying needs of students, staff, and guests participating in classes at Northern Ballet, The Academy and Learning departments 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.

All participants must inform us of any allergies upon registration, or as soon as possible following diagnosis. If the participant requires an epi-pen, this should be carried with them at all times, and the class teacher should be informed. If the participant cannot self-administer the epi-pen, this should be discussed before commencing a class, or course with Northern Ballet with the relevant programme/project manager.

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. Our Board Level member of the Safeguarding Committee is Prevent trained. 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

Data Protection

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

For people 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 you, and/or your carer and will be aligned with the activity being undertaken.

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

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 participants 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 people who are dropping off ensure their participant is safely in the building before leaving and that pick up happens from the building. Please be reassured that a member of the student support team remains on site at the end of each day until all participants 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 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.

Where independent travel is appropriate, participants can make their own way to Northern Ballet. Northern Ballet always recommends that participants 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 participants 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 participant feels unsafe, they should go to the closest venue, and speak to any member of staff at the venue, stating you are a participant of Northern Ballet. The staff will be able to contact a member of the Northern Ballet team, by calling the main reception. Please ensure all participants who travel independently have the Northern Ballet phone number stored in their phone: 0113 220 8000

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 participants do not arrive and leave in their leotards and with recent nation-wide increases in the theft of mobile phones we recommend participants have their valuable out of sight.

Useful Contacts & References

Designated Safeguarding Leads

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

Leeds Adult Social Care

- 0113 222 4401
- 0113 378 0644 (out of office hours)
- Email support: leedsadults@leeds.gov.uk
- Website: leedssab.org.uk

Leeds Police Safeguarding Unit

- 0113 385 9590

Documents Referenced

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>

Regulatory Reform Fire Safety Order 2005 (RRFSO)

- <https://www.legislation.gov.uk/ukxi/2005/1541/contents/made>