



# **SAFEGUARDING POLICY**

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*Policy & Procedure Document*

**DOCUMENT REF**

YA-POL-01

**VERSION**

v1.1 (2026)

**ISSUED**

May 2026

**NEXT REVIEW**

17 Apr 2027

*Yates Academy is committed to creating a culture of safety in which all learners – children, young people and adults – are protected from harm, abuse, neglect, exploitation and radicalisation. This policy sets out how we identify, report and respond to safeguarding concerns across our Level 3 Diploma, the Associates Programme and Private Coaching.*

This policy was updated in May 2026 (v1.1) to reflect the removal of the upper age limit on the Associates Programme. The programme is now open to participants aged 13 and above, meaning adults and under-18s may train together. Section 7 has been updated accordingly.

## 1. Scope

This policy applies to all students, staff, guest teachers, contractors, volunteers and visitors engaged with Yates Academy, on-site, off-site and online. It covers learners of all ages, with specific considerations for under-18s and adults highlighted in Sections 7 and 8.

The Associates Programme is open to participants aged 13 and above with no upper age limit. Sessions may therefore include both adult participants and young people under 18 training together. All additional safeguards for under-18s remain in full effect in these mixed-age sessions.

## 2. Legal and Regulatory Framework

This policy aligns with, and is informed by:

- Children Act 1989 and 2004
- Education Act 2002, Section 175
- Keeping Children Safe in Education (statutory guidance, current edition)
- Working Together to Safeguard Children (current edition)
- Care Act 2014 (safeguarding adults at risk)
- Counter-Terrorism and Security Act 2015 (Prevent duty)
- Sexual Offences Act 2003
- Data Protection Act 2018 and UK GDPR
- Equality Act 2010

## 3. Designated Safeguarding Leads

Yates Academy maintains a nominated Designated Safeguarding Lead (DSL), with a Deputy DSL appointed from the teaching team at the start of each programme. Contact details are displayed in every teaching space, shared with learners at induction, and available on request.

Role	Name	Contact
Designated Safeguarding Lead (DSL)	Taylor Yates (Principal)	info@yatesacademy.co.uk
Deputy DSL (DDSL)	Appointed per academic programme	Shared at induction; info@yatesacademy.co.uk

## 4. Our Commitment

- Providing a safe, respectful and inclusive training environment.

- Recognising that safeguarding is everyone's responsibility.
- Responding promptly, proportionately and confidentially to concerns.
- Supporting learners to understand their rights and how to raise concerns.
- Ensuring all staff are trained, vetted and aware of their duties.
- Working openly with statutory agencies where required.

## 5. Recognising Abuse, Neglect and Harm

Abuse can be physical, emotional, sexual, financial, or take the form of neglect, discrimination or exploitation. Possible indicators include, but are not limited to:

- Unexplained injuries or repeated minor injuries.
- Sudden changes in behaviour, performance, confidence or mood.
- Fearful or withdrawn behaviour towards specific adults or peers.
- Sexualised language or behaviour inappropriate for age or context.
- Signs of self-harm, disordered eating or substance misuse.
- Unexplained absences or an unwillingness to return home.
- Disclosures made directly or indirectly, verbally or in writing.

## 6. Peer-on-Peer Abuse, Bullying and Harmful Sexual Behaviour

Yates Academy recognises that abuse can occur between peers. We take a zero-tolerance approach to bullying, harassment, sexual violence, sexual harassment (including online), and to any behaviour that makes another learner feel unsafe. All disclosures will be taken seriously, investigated sensitively, and responded to in line with this policy.

## 7. Safeguarding Children and Young People (Under 18)

All Yates Academy programmes may include participants under 18, including the Associates Programme and Private Coaching. The following safeguards apply wherever under-18s are present:

- Enhanced DBS checks for all staff and regular volunteers with unsupervised access.
- Written parental or guardian consent obtained at enrolment and for photography or video.
- A responsible adult available during all sessions that include under-18s.
- No one-to-one adult-child sessions behind closed doors; doors remain open or a window is in view.
- Changing and toilet arrangements age-appropriate and private.
- Prompt notification of parents or carers where a concern arises.

### 7a. Mixed-Age Sessions (Associates Programme)

Where adult participants (18+) and young people (under 18) train together in the same Associates session, the following additional measures apply:

- All adult participants are informed at enrolment that under-18s may be present and are made aware of the expected standards of conduct.
- Adult participants are required to sign the Yates Academy Code of Conduct prior to their first session.
- Staff maintain active supervision throughout; no adult participant is left alone with an under-18.
- Changing facilities are managed to ensure under-18s change separately from adult participants.

- Any concern regarding the behaviour of an adult participant towards an under-18 is reported to the DSL immediately and treated with the same urgency as a staff allegation.

## 8. Safeguarding Adult Learners (18+)

Adult learners have greater autonomy but remain entitled to a safe environment. Yates Academy recognises that adults can still be at risk, particularly where there is a care or support need, power imbalance, or where mental health, financial, relationship or substance misuse concerns exist. Where an adult lacks capacity or is subject to coercion, we will apply proportionate safeguarding measures in line with the Care Act 2014.

## 9. Online Safeguarding

- Communication with learners takes place only on Yates Academy-approved platforms.
- Staff do not add, follow or DM learners under 18 on personal social media.
- Online sessions are not recorded or shared without documented consent.
- Learners are asked to join from an appropriate, safe setting and to dress as they would in-studio.
- Any cyberbullying, grooming or disclosure observed online is reported to the DSL immediately.

## 10. Prevent Duty

Yates Academy has a duty under the Counter-Terrorism and Security Act 2015 to have due regard to the need to prevent people from being drawn into terrorism. Staff are trained to recognise early signs of radicalisation and to refer concerns to the DSL, who may escalate to the local Prevent lead or the police.

## 11. Allegations Against Staff, Guest Teachers or Volunteers

Allegations against a member of staff are reported to the DSL (or, if the allegation concerns the DSL, to the DDSL). The Local Authority Designated Officer (LADO) for the Royal Borough of Greenwich is contacted within one working day. The individual may be suspended pending investigation, in line with statutory guidance.

## 12. Physical Contact

Some physical correction may be necessary to teach dance and performance technique safely. All physical contact must be:

- Explained and consented to in advance.
- Professional, purposeful and proportionate.
- Delivered with an open hand, avoiding the pelvis, chest, head, face and hair.
- Revisited: consent may be withdrawn at any time without consequence.

See the separate Code of Conduct for the full protocol on physical correction.

## 13. Reporting a Concern

Immediate risk of harm: Call 999. Then inform the DSL as soon as it is safe to do so.

Non-urgent concern – staff and learners should:

- Record what was seen, heard or disclosed using the Yates Academy Cause for Concern Form.

- Use the learner's own words where a disclosure was made.
- Pass the form to the DSL on the same day.
- Not investigate, interview or confront any party.
- Treat all information as confidential, sharing only on a need-to-know basis.

## 14. Historical Disclosures

Disclosures of historical abuse will be taken as seriously as current concerns, recorded and referred to the LADO within one working day.

## 15. Confidentiality and Record Keeping

Safeguarding records are held securely in line with our Data Protection Policy and are retained in accordance with statutory guidance. Information is shared only where there is a lawful basis or a safeguarding duty to do so.

## 16. Training

All Yates Academy staff complete safeguarding training at induction and annually thereafter. The DSL and DDSL complete enhanced training every two years.

## 17. Key External Contacts

Royal Borough of Greenwich, Children's Services (MASH)	020 8921 3172 (out of hours: 020 8854 8888)
Royal Borough of Greenwich, Adult Safeguarding	020 8921 2304 (out of hours: 020 8854 8888)
LADO (Greenwich)	020 8921 3930 / lado@royalgreenwich.gov.uk
NSPCC Helpline	0808 800 5000 / help@nspcc.org.uk
Childline	0800 1111
Prevent (national)	020 7340 7264 / counter.extremism@education.gov.uk
Police (non-emergency)	101
Emergency	999

*Note: contact numbers should be confirmed against the Royal Borough of Greenwich website before publication, as local arrangements can change.*

## 18. Review

This policy is reviewed annually by the Principal and DSL, or sooner if legislation, guidance or practice changes significantly – including changes to programme structure or participant age range.



Approved by: Taylor Yates

Position: Director & Principal, Yates Academy

Signature: \_\_\_\_\_  
*T. Yates*

Date: May 2026

*For any questions regarding this policy, please contact us at [info@yatesacademy.co.uk](mailto:info@yatesacademy.co.uk). Yates Academy Ltd is a private limited company registered in England & Wales (company no. 15733776), registered office 2a Central Avenue, Welling, London, DA16 3AY.*